



Kentucky Department of Education 2015–16 KSIS Beginning-of-Year Training

Capital Plaza Tower, State Board Room (125) and Webcast
July 22–23, 2015
9:30 a.m. Eastern / 8:30 a.m. Central

Your links to join the meeting

The Webcast will be opened at 9:00 a.m. (EDT) for login.

If you are using a Windows-based device, right click and open hyperlink or copy below and paste into your browser: <mms://video1.education.ky.gov/encoder3a>

If you are using a smartphone (Droid, iPhone or Mac), right click and open hyperlink or copy below and paste into your browser:
<http://mediaportal.education.ky.gov/watch-live/>

To ask questions and interact with the presenters right click and open hyperlink or copy below and paste into your browser: <http://app.gosoapbox.com> Access Code: KDEData

Have a technical issue? Contact your district technician.



Welcome and Housekeeping

Becky Jenkins
KIDS, Enterprise Data Division

Q&A and EILA Credit

- **Presentation slides and notes, and training agenda:**
[KDE KSIS Training Web page](#)
- **Have a question?** Post it to GoSoapBox and it will be answered during or the at the end of the session.
<http://app.gosoapbox.com> Access Code: KDEData
- **Want EILA credit?** Be sure to register and complete the online training evaluation/self-attestation survey.

| Start | Session | Presenter |
|-------|------------------------------------|--|
| 9:30 | Welcome & Housekeeping | Becky Jenkins , Office of Knowledge, Information and Data Services (KIDS) Enterprise Data Division 502-564-2020 x 2475 |
| 9:35 | Preschool | Annie Rooney-French , Office of Next Generation Learners, Division of Program Standards 502-564-2106 x 4736 |
| 10:05 | Early Graduation | Kelly Clark , Office of Next Generation Learners, Division of Program Standards 502-564-2106 x 4521 |
| 10:35 | Break | |
| 10:50 | English Learners (EL) Data Cleanup | Gary Martin , Office of Next Generation Learners, Division of Learning Service 502-564-4970 x 4157 |
| 11:10 | Data Security Best Practices | Robert Hackworth , Office of Knowledge, Information and Data Services, Division of Engineering and Management 502-564-2020 x 2436 |
| 11:40 | Lunch | |

| Start | Session | Presenter |
|-------|--|--|
| 1:00 | KTS Data Exchange: Proper Setup for Accurate Grade Sync | v, Office of Career and Technical Education, Division of Technical Schools and Federal Programs 502-564-4286 x 4205 |
| 1:45 | Break | |
| 2:00 | KTS Attendance Processing from The High School Perspective | Tanya Fluke, Office of Career and Technical Education, Division of Technical Schools and Federal Programs 502-564-4286 x 4205 |
| 2:45 | 2015-16 Dropout Report (SY 2014-15 data) | Cheri Meadows, Office of Administration and Support, Division of District Support 502-564-5279 x 4451 |
| 3:15 | Wrap-up and Adjourn | Becky Jenkins |



Preschool

Begins at 9:35 a.m. (EDT)

You can ask questions and interact with the presenters through
GoSoapBox: <http://app.gosoapbox.com>
Access Code: KDEDData



Enrolling Preschool Children in IC

Annie Rooney French Ph.D., Preschool Consultant
Office of Next Generation Learners
Division of Program Standards

Preschool in Infinite Campus

Agenda

- ▶ Directions for enrolling preschool children
- ▶ Changes for 2015–16 school year
- ▶ Including children from First Steps and Head Start

Grade 97, 98, 99

- ▶ A child in:
 - Grade 97– the child was 2 years old on Aug. 1; turns 3 after August 1st
 - Grade 98 – the child was 3 years old on or before August 1st
 - Grade 99 – the child has their 4th birthday on or before August 1st
- ▶ If an at risk child comes to your district and the child turns 4 after August 1st, that child would be eligible for preschool next year.

Preschool Eligibility

- ▶ If a child arrives who is eligible for the preschool program (with a disability or at risk) during the school year, the district is required to accept the child
- ▶ State funded preschool programs may not have a waiting list; the services must be provided.
- ▶ Districts may accept over income or other children at their discretion if space is available

Grade 99 At Risk

- ▶ This category is only for children who are enrolled in Grade 99; 4 years old by August 1
- ▶ For 2015–16, eligibility changes from 150% to 160% of the Federal Poverty Rate
- ▶ The check box will change to say, “State Funded At Risk” in an upcoming release

Preschool Type

- ☐ Disabled State Fund
- ☐ Head Start
- ☒ Up to 150% of the Fed. Poverty
- ☐ Head Start Enhanced
- ☐ Over Income Preschool
- ☐ Other, Specify

Other

Eligibility for preschool and K

- ▶ The date of preschool eligibility for at risk was changed to August 1 last year (2014–15)
- ▶ The eligibility for kindergarten remains October 1st until the 2017–18 school year
- ▶ 5-year-old children with birthdays between August 1 and October 1 could be eligible for either preschool or kindergarten
- ▶ KDE will support at risk funding for only one year of preschool (grade 99)



Grade 99 with disabilities continued from the previous year

- ▶ Enroll the child at the beginning of the school year
- ▶ Check “Disabled State Fund”
- ▶ These other boxes may be checked
 - For Grade 99 – State–Funded at risk or
 - For Grade 99 – Over Income
 - Head Start Enhanced



Grade 99 in KSI/RTI

If the child failed screening but is not at-risk

- ▶ Enroll the child in the preschool program (with parents permission)
- ▶ The child may be enrolled as enrollment type N if interventions are provided outside of school, or
- ▶ Enrollment type P if the child is receiving interventions in the classroom

Grade 99 in KSI/RTI

- ▶ Do not create a preschool tab during KSI interventions
- ▶ If the child is determined eligible, end date the original enrollment using the W01 code and re-enroll the child using the R01 code using the date of the IEP or soon afterwards.
- ▶ Enter appropriate data on the preschool tab reflecting the new enrollment date. Children should have one active preschool record.

Grade 99 in KSI/RTI

- ▶ If the child does not qualify for special education services, and will not enter into the preschool program, the district should end the child's enrollment using the C01 code
- ▶ Another option (based on district policy) would be to enroll the child in the regular program as an over-income or other eligibility (no funding) preschool student

Grade 99, 98 and 97 with disability

For the children where the IEP is created during the current school year and the child is served in the preschool classroom

- ▶ Enrollment Service Type “P” Primary
- ▶ The IEP date must match the enrollment date
- ▶ The preschool tab should have “Disabled State Fund” checked

Preschool Type

- ☒ Disabled State Fund
- ☐ Head Start
- ☐ Up to 150% of the Fed. Poverty
- ☐ Head Start Enhanced
- ☐ Over Income Preschool

Grade 99, 98 and 97 with disability

Enrollment Type “N” special ed only

- ▶ This is a child who is receiving only special ed services, no preschool classroom services. He/she is brought to the school for intervention, or a district person goes to a home or other setting to provide services
- ▶ Do not fill out the preschool tab for children in Enrollment Type N

Grade 99, 98 and 97 with disability

- ▶ If “home” is checked, the child will only count for IDEA (Part B) funding, not preschool state funds
- ▶ Head Start and contracted site children with disabilities will be entered into the IC system. If the Head Start school is not in the system, use the elementary school where the child will attend for kindergarten

“Other” children served in grades 99, 98 and 97 (no disabilities)

- ▶ Possible enrollees include over income children, English Learners, universal preschool (all 4s), tuition, etc.
- ▶ Fill out the preschool tab and check Over Income or Other
- ▶ They will show up in the preschool count but they are not counted for funding purposes.

Head Start served in a school district building

- ▶ A Head Start child may receive preschool services in the school building. Often these are blended programs. A child may also be receiving services such as lunch, transportation and other related services.
- ▶ Mark the preschool type as “Head Start”. Do not mark other items such as at risk status or other. No need to fill out the Family Component or home visit dates.

Head Start Enhanced

- ▶ Includes preschool children who are state-funded and are also receiving “enhanced” Head Start funds. These children are receiving Head Start services in addition to preschool services.
- ▶ Choose the state funded eligibility criteria such as State Funded At Risk and/or Disabled State Fund. Also click on Head Start Enhanced.

Head Start Enhanced

- ▶ A child may **not** be both Head Start and Head Start Enhanced
- ▶ Head Start grantees have a limited number of Head Start Enhanced slots available
- ▶ Head Start Enhanced children may **not** be included in the Head Start Full Utilization number of at-risk 4 year olds

First Steps

- ▶ Enroll First Steps children as Enrollment Service Type “N” Special Ed Services in order to provide interventions during the time of determining eligibility
- ▶ Do not click on “State Exclude”

First Steps

- ▶ Do not fill out the preschool tab until he/she is determined eligible for special education services.
- ▶ If the child is determined to be eligible for preschool services, end date the initial enrollment using the W01 code and begin their new enrollment using the R01 code. Make sure the preschool start date on the tab also matches the new start date.

Contact

- ▶ For additional information please contact:

Annie Rooney French Ph.D.

annie.rooney-french@education.ky.gov

502-564-7056 x4736



Early Graduation Begins at 10:05 a.m. (EDT)

You can ask questions and interact with the presenters through
GoSoapBox: <http://app.gosoapbox.com>
Access Code: KDEDData



Early Graduation

Kelly Clark, Strategy Lead: Early Graduation
Office of Next Generation Learners
Division of Program Standards

Beginning 2014–2015

▶ DEFINED

A student meeting the performance criteria AND doing so in three years or less of high school and before the age of 18.

▶ MEETING THIS CRITERIA

- Meet proficiency benchmarks on four required end-of-course exams after taking the courses (ENG II, ALG II, BIOLOGY, US HISTORY)
- Meet CPE–ACT defined college readiness benchmarks
(English = 18, Reading = 20, Mathematics = 19)

Or Meet CPE defined college readiness benchmarks on COMPASS or KYOTE



Flagging the student in IC

Step-by-step screen shots can be found in Guidance Document

Students must be flagged correctly **by October 1st**


Letters of Intent must be placed in student ILP

New this year: Student Survey

Data Entry for Early Graduation Students





Program Flag – Intent for Early Graduation

Student Flag Detail

***Flags**  This image will display next to the student's name.

IEG:Intent for Early Graduation ▼

***Start Date** **End Date** **Eligibility Start Date** **Eligibility End Date**

08/26/2013   08/26/2013  

User Warning

Participation Details

Description

Early Graduation vs. graduate early

► What's the difference?

| District | School | Last Name | First Name | Grade | DOB | Cohort Year | Start Date | End Date | Eligibility Start Date | Eligibility End Date | Participation Details | Enrollment End Date | Enrollment End Status | Diploma Date |
|---|---------|-----------|------------|-------|----------|-------------|------------|----------|------------------------|----------------------|-----------------------|---------------------|-----------------------|--------------|
| ABLE | ABLE HS | Smith | Johnny | 12 | 6/1/1997 | 2015 | 12/3/2014 | | | | | 12/19/2014 | G01 | 12/19/2014 |
| <p>Student is already in 4th year of high school - NOT ELIGIBLE to be part of Early Graduation program - do not flag 12th graders</p> | | | | | | | | | | | | | | |

| District | School | Last Name | First Name | Grade | DOB | Cohort Year | Start Date | End Date | Eligibility Start Date | Eligibility End Date | Participation Details | Enrollment End Date | Enrollment End Status | Diploma Date |
|----------|---------|-----------|------------|-------|-----------|-------------|------------|----------|------------------------|----------------------|-----------------------|---------------------|-----------------------|--------------|
| ABLE | ABLE HS | Smith | Johnny | 12 | 2/18/2000 | 2017 | 8/20/2014 | | | | | 6/4/2015 | G01 | 6/4/2015 |
| ABLE | ABLE HS | Carter | Jane | 12 | 2/25/1998 | 2016 | 8/6/2014 | | 8/6/2014 | | | 6/4/2015 | G01 | 6/4/2015 |
| | | | | | | | | | | | | | | |
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Student's Cohort years show that they are in 10th and 11th grade - and graduated this year (2015) by marking them as 12th graders rather than their actual grade level - **KHEAA WILL NOT recognize them as being part of Early Graduation and WILL NOT pay out the Scholarship**

Student Grade:
Students in Early Graduation MUST be marked
as being in the 9th, 10th or 11th grade



Only flag students in high school

| District | School | Last Name | First Name | Grade | DOB | Cohort Year | Start Date | End Date | Eligibility Start Date | Eligibility End Date | Participation Details | Enrollment End Date | Enrollment End Status | Diploma Date |
|----------|---------|-----------|------------|-------|----------|-------------|------------|----------|------------------------|----------------------|-----------------------|---------------------|-----------------------|--------------|
| ABLE | ABLE ES | Smith | Johnny | 2 | 5/7/2007 | | 4/15/2014 | 4/9/2015 | | | | 5/29/2015 | CO1 | |

Student is in 2nd grade - NOT ELIGIBLE for Early Graduation (yet)
 Wait until high school entry to flag student. Well done for thinking ahead...just don't flag quite yet.

| District | School | Last Name | First Name | Grade | DOB | Cohort Year | Start Date | End Date | Eligibility Start Date | Eligibility End Date | Participation Details | Enrollment End Date | Enrollment End Status | Diploma Date |
|----------|---------|-----------|------------|-------|----------|-------------|------------|----------|------------------------|----------------------|-----------------------|---------------------|-----------------------|--------------|
| ABLE | ABLE HS | Smith | Johnny | 11 | 5/7/1996 | 2015 | 9/30/2014 | | | | | 5/29/2015 | G03 | 5/29/2015 |
| | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | |

This student's cohort year indicates this would be their 4th year in high school, they are NOT ELIGIBLE for Early Graduation. The G03 code also shows they did not meet the Early Graduate requirements in three years or less of high school. The end and start dates and eligibility dates are blank- raising questions about this student.

COHORT YEAR

| District | School | Last Name | First Name | Grade | DOB | Cohort Year | Start Date | End Date | Eligibility Start Date | Eligibility End Date | Participation Details | Enrollment End Date | Enrollment End Status | Diploma Date |
|----------|---------|-----------|------------|-------|-----------|-------------|------------|-----------|------------------------|----------------------|-----------------------|---------------------|-----------------------|--------------|
| ABLE | ABLE HS | Smith | Johnny | 11 | 6/18/1998 | 2016 | 9/30/2014 | 2/10/2015 | 9/30/2014 | 2/10/2015 | Voluntary Acader | 5/29/2015 | CO1 | |



The **red** arrows show how the start date and eligibility start dates have been entered correctly **BEFORE the OCTOBER 1st cut-off**

The **blue** arrows show the end date and eligibility end date filled out correctly. This student withdrew from EG in February.

START DATE and ELIGIBILITY START DATE

Each serves a different function – BOTH must be filled out



| District | School | Last Name | First Name | Grade | DOB | Cohort Year | Start Date | End Date | Eligibility Start Date | Eligibility End Date | Participation Details | Enrollment End Date | Enrollment End Status | Diploma Date |
|----------|---------|-----------|------------|-------|-----------|-------------|------------|-----------|------------------------|----------------------|-----------------------|---------------------|-----------------------|--------------|
| ABLE | ABLE HS | Smith | Johnny | 11 | 6/18/1998 | 2016 | 9/30/2014 | 2/10/2015 | 9/30/2014 | 2/10/2015 | Voluntary Acader | 5/29/2015 | CO1 | |







The **red** arrows show how the start date and eligibility start dates have been entered correctly **BEFORE the OCTOBER 1st cut-off**. The **blue** arrows show the end date and eligibility end date filled out correctly. This student withdrew from EG in February.

END DATE and ELIGIBILITY END DATE

Each serves a different function – BOTH must be filled out

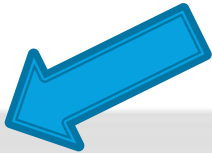


***Flags**
IEG:Intent for Early Graduation ▼

***Start Date** 08/26/2013  **End Date**  **Eligibility Start Date** 08/26/2013  **Eligibility End Date** 

User Warning

Participation Details

Description 

PARTICIPATION DETAILS >>

What Graduation code do I use for Early Graduates?

If the flagged Early Graduate completes the program successfully, you use the

- G-01 Code-A pupil who graduates in less than four (4) years

If the student exits Early Graduation, they should have one of these:

- C-01 A pupil who completes the school year in the school of the most current enrollment or
- One of the applicable W-Codes

| District | School | Last Name | First Name | Grade | DOB | Cohort Year | Start Date | End Date | Eligibility Start Date | Eligibility End Date | Participation Details | Enrollment End Date | Enrollment End Status | Diploma Date |
|--|---------|-----------|------------|-------|------------|-------------|------------|----------|------------------------|----------------------|-----------------------|---------------------|-----------------------|--------------|
| ABLE | ABLE HS | Smith | Johnny | 10 | 5/19/1999 | 2017 | 9/4/2014 | 6/2/2015 | 9/4/2014 | 6/2/2015 | student scored a | 5/29/2015 | CO1 | |
| ABLE | ABLE HS | Smith | Jane | 11 | 4/16/1998 | 2016 | 8/18/2014 | | 8/18/2014 | 5/11/2015 | | 5/29/2015 | G01 | 5/29/2015 |
| ABLE | ABLE HS | Smith | June | 9 | 11/25/1999 | 2018 | 8/18/2014 | | 8/18/2014 | | | 5/29/2015 | CO1 | |
| <p>These are CORRECT EXAMPLES with all the fields filled: Johnny exited EG and will return as a "regular" 11th grader Jane successfully completed EG and has graduated- when they passed EOC (Not necessary) June entered EG this year and still has two years to complete, should not have any "end" dates filled.</p> | | | | | | | | | | | | | | |

Few things to remember

- ▶ G-code at graduation ends the student's record in IC
- ▶ Only fill out Participation Details if student withdraws
- ▶ Must keep students in IC in 9th, 10th or 11th grade for KHEAA to award Scholarship and KEES money

Resources on KDE Website

- ▶ Early Graduation page and supporting documents

<http://education.ky.gov/educational/AL/earlygrad/Pages/default.aspx>

- ▶ Early Graduation Data Standards

<http://education.ky.gov/districts/tech/sis/Documents/DataStandardEarlyGraduation.pdf>



English Learners (EL) Data Cleanup

Begins at 10:50 a.m. (EDT)

You can ask questions and interact with the presenters through
GoSoapBox: <http://app.gosoapbox.com>
Access Code: KDEDData



English Learners (EL) Data Cleanup

Gary Martin
EL (Title III) Consultant
ONGL–Division of Learning Services
Diverse Learners Branch

Topics

- ▶ LEP Extract
- ▶ Critical Errors
 - Service Type
 - Instructional Accommodations
 - Home Language
- ▶ Duplicate LEP students
- ▶ LEP Student Transfer
- ▶ Exited EL Students

KY State Reporting > LEP Extract

The screenshot shows the 'KY LEP Extract' web application. On the left is a navigation tree with categories like System Administrator, Student Information, Instruction, Census, Behavior, Health, Attendance, Scheduling, Fees, Grading & Standards, Medicaid, Programs, Ad Hoc Reporting, Transcripts, User Communication, Assessment, System Administration, FRAM, Messenger, Surveys, and KY State Reporting. Under 'KY State Reporting', the 'LEP Extract' option is highlighted. The main content area has a title bar 'KY LEP Extract' and a description: 'The LEP Extract provides a list of students with LEP (Limited English Proficiency) status. Students must have at least one instructional accommodation and at least one LEP Service type active during the date range of the report and a program status of "LEP" to pull. This report runs district-wide regardless of calendar selected in the toolbar'. Below this is a note: 'Note: Errors and Warnings cannot be produced via the Batch Reporting Tool (if enabled). Use the Generate Extract button to view errors and warnings.' The 'Extract Options' section includes a 'Date Range' from 07/01/2011 to 06/30/2012, a 'Grade Level' dropdown menu showing 'All Grades' and a list of grades from 00 to 14, and a 'Format' dropdown set to 'HTML'. There are two buttons: 'Generate Extract' (highlighted with a red rectangle) and 'Submit to Batch'. Below these is a 'Refresh' button and a date range for submission: 'submitted between 07/24/2012 and 07/31/2012'. At the bottom is a 'Batch Queue List' table with columns 'Queued Time', 'Report Title', 'Status', and 'Download'.

KY LEP Extract

The LEP Extract provides a list of students with LEP (Limited English Proficiency) status. Students must have at least one instructional accommodation and at least one LEP Service type active during the date range of the report and a program status of "LEP" to pull. This report runs district-wide regardless of calendar selected in the toolbar

Note: Errors and Warnings cannot be produced via the Batch Reporting Tool (if enabled). Use the Generate Extract button to view errors and warnings.

Extract Options

Date Range: 07/01/2011 -- 06/30/2012

Grade Level: All Grades
00
01
02
03
04
05
06
07
08
09
10
11
12
13
14

Format: HTML

Generate Extract **Submit to Batch**

Refresh submitted between 07/24/2012 and 07/31/2012

Batch Queue List

| Queued Time | Report Title | Status | Download |
|-------------|--------------|--------|----------|
|-------------|--------------|--------|----------|

Generating the Report

There are errors and/or warnings in the extract (See below) [Click Here](#) to generate the reports

Error/Warning Table of Contents: (If warning/error count is 0, there are no warnings/errors to report.)

Critical Error: The following records do not have a selection of at least one LEP Service type which overlaps the date range specified in the extract editor. These students will NOT be included in the LEP extract. (Number of Records: 0)

Critical Error: The following records do not have a selection of Instructional Accommodation. These students will NOT be included on the LEP extract. (Number of Records: 0)

Critical Error: The following records have a Home Language selection of 0400: English. These students will NOT be included on the LEP extract. (Number of Records: 0)

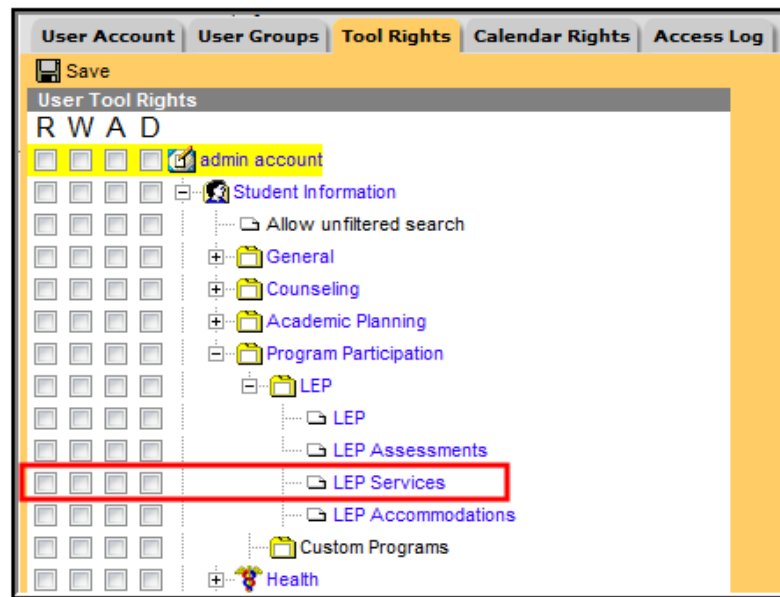
Warning: The following records have a Home Language selection of 1630: Other. The students will be included on the LEP extract. (Number of Records: 0)

Warning: Home Primary Language is set to Native American, but Native American Language is not selected. These students will be included on the LEP extract. (Number of Records: 0)

Warning: Native American Language is selected, but Home Primary Language is not set to Native American. These students will be included on the LEP extract. (Number of Records: 0)

Correcting LEP Service Type Critical Errors

LEP Services



Program Participation > LEP > LEP Services > Detail Editor

LEP | LEP Assessments | LEP Services | LEP Accommodations

LEP Services

| Service Type | Start Date | End Date |
|------------------------------------|------------|----------|
| SEI: Sheltered English Instruction | 04/25/2013 | |

LEP Services Detail

*Start Date

End Date

*Service Type

☐ Parent Refused Services
Date Refused:

Comments

LEP Start Date

LEP | LEP Assessments | LEP Services | LEP Accommodations

☐ New

LEP Services

| Service Type | Start Date | End Date |
|------------------------------------|------------|----------|
| SEI: Sheltered English Instruction | 10/29/2009 | |

LEP Services Detail

*Start Date

July 2013

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 30 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Today

Comments

LEP Service Type

LEP | LEP Assessments | LEP Services | LEP Accommodations

New Save X Delete

LEP Services

| Service Type | Start Date | End Date |
|------------------------------------|------------|----------|
| SEI: Sheltered English Instruction | 10/29/2009 | |

LEP Services Detail

*Start Date
07/19/2013

End Date

*Service Type

CAT: Content area tutoring
CBE: Content-Based ESL
DBE: Developmental Bilingual Education
HLA: Heritage Language
POE: Pull-Out ESL Resource
SEI: Sheltered English Instruction
SEN: Structured English Immersion
TBE: Transitional Bilingual Education
TWI: Two-Way Immersion

Parent Refuses Services

LEP | LEP Assessments | LEP Services | LEP Accommodations

☐ New

| LEP Services | Start Date | End Date |
|------------------------------------|------------|----------|
| SEI: Sheltered English Instruction | 10/29/2009 | |

LEP Services Detail

*Start Date
07/19/2013

End Date

*Service Type
SEI: Sheltered English Instruction

☒ Parent Refused Services

Date Refused:

Comments

July 2013

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 30 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Today

End Dating LEP Services

LEP | LEP Assessments | LEP Services | LEP Accommodations

New Save X Delete

| Service Type | Start Date | End Date |
|------------------------------------|------------|----------|
| CAT: Content area tutoring | 07/16/2013 | |
| SEI: Sheltered English Instruction | 04/25/2013 | |

LEP Services Detail

*Start Date
04/25/2013

End Date
07/18/2013

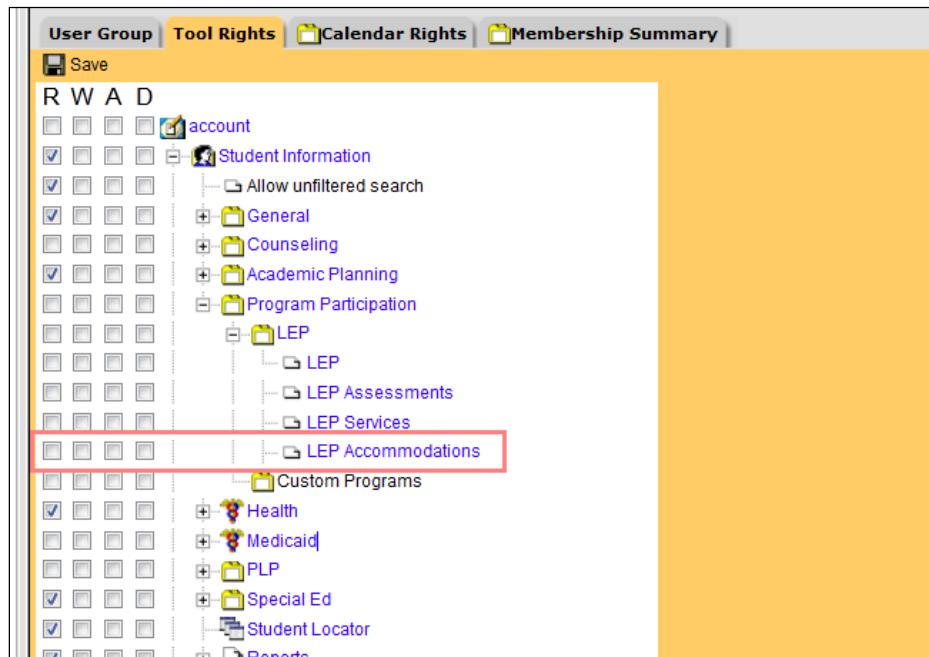
*Service Type
SEI: Sheltered English Instruction

☐ Parent Refused Services
Date Refused:

Comments

Correcting Accommodations Critical Errors

LEP Accommodations



Program Participation > LEP > LEP Accommodations > Detail Editor

LEP | LEP Assessments | LEP Services | **LEP Accommodations**

LEP Accommodations

| Name | Type | Start Date | End Date |
|--------------------------------------|------|------------|------------|
| SL-A: Simplified Language | A | 09/18/2012 | |
| SL-I: Simplified Language | I | 09/18/2012 | |
| PC-A: Prompting/Cueing | A | 09/18/2012 | |
| API-I: Adapt Pace of Instruction | I | 09/18/2012 | |
| PC-I: Prompting / Cueing | I | 08/03/2011 | |
| ET-A: Extended Time | A | 08/03/2011 | |
| RTE-I: Read Text in English | I | 08/03/2011 | 05/15/2012 |
| SB-I: Scribe Responses | I | 08/03/2011 | 05/15/2012 |
| RLC-A: Reader (w/limited conditions) | A | 08/03/2011 | 05/15/2012 |
| W/O-I: Provide Visuals / Organizers | I | 08/03/2011 | 05/15/2012 |

LEP Accommodations Detail

*Start Date

End Date

*Accommodation Type

Comments

LEP Accommodations Start Date

LEP | LEP Assessments | LEP Services | **LEP Accommodations**

LEP Accommodations

| Name | Type | Start Date | End Date |
|-------------------------------------|------|------------|------------|
| SL-A: Simplified Language | A | 09/18/2012 | |
| SL-I: Simplified Language | I | 09/18/2012 | |
| PC-A: Prompting/Cueing | A | 09/18/2012 | |
| API-I: Adapt Pace of Instruction | I | 09/18/2012 | |
| PC-I: Prompting / Cueing | I | 08/03/2011 | |
| ET-A: Extended Time | A | 08/03/2011 | |
| RTE-I: Read Text in English | I | 08/03/2011 | 05/15/2012 |
| SB-I: Scribe Responses | I | 08/03/2011 | 05/15/2012 |
| RLC-A: Reader (w/limited condition) | A | 08/03/2011 | 05/15/2012 |
| SB-A: Use of Scribe | A | 08/03/2011 | 05/15/2012 |
| V/D-I: Provide Visuals / Drawings | I | 08/03/2011 | 05/15/2012 |

LEP Accommodations Detail

*Start Date

July 2013

S M T W T F S

30 1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30 31 1 2 3

4 5 6 7 8 9 10

Today

LEP Accommodation Type

The screenshot displays a software interface for selecting LEP Accommodation Types. A list of options is shown in a scrollable area, with 'SR-t: Scaffold Responses (1)' highlighted. A red arrow points to this option. Below the list is a 'Comments' field.

INSTRUCTIONAL (1)

- RTE-t: Read Text in English (1)
- SB-t: Scribe Responses (1)
- BED-t: Bilingual or English Dictionary (1)
- PC-t: Prompting / Cueing (1)
- VO-t: Provide Visuals / Organizers (1)
- SP-t: Use Spellcheck (1)
- CO-t: Provide Content Objectives (1)
- AC-t: Engage in Acad. Conv. (1)
- MC-t: Meta-Cognitive Strategies (1)
- ONLS-t: Oral Native Language Support (1)
- RTP-t: Read Text in Primary Language (1)
- ET-t: Extended Time (1)
- SGSF-t: Sm. Group/Sing. Form Test (1)
- AMT-t: Adapted Materials/Technology (1)
- PL-t: Link Instruct. to Prior Learning (1)
- BK-t: Build Background Knowledge (1)
- SR-t: Scaffold Responses (1)**
- BEG-t: Bilingual or English Glossary (1)
- SL-t: Simplified Language (1)
- AT-t: Assistive Technology (1)
- API-t: Adapt Pace of Instruction (1)
- CS-t: Use Computer / Software (1)
- MC-L: Model Lang/Task Completion (1)
- LO-t: Provide Language Objectives (1)
- IO-t: Interaction Opportunities (1)

ASSESSMENT (A)

- RLC-A: Reader (w/limited conditions) (A)
- BED-A: Bilingual/English Dictionary (A)

Comments

End Dating Accommodations

LEP LEP Assessments LEP Services LEP Accommodations

New Save Delete

| Name | Type | Start Date | End Date |
|--------------------------------------|------|------------|------------|
| SL-A: Simplified Language | A | 09/18/2012 | |
| SL-I: Simplified Language | I | 09/18/2012 | |
| PC-A: Prompting/Cueing | A | 09/18/2012 | |
| API-I: Adapt Pace of Instruction | I | 09/18/2012 | |
| PC-I: Prompting / Cueing | I | 08/03/2011 | |
| ET-A: Extended Time | A | 08/03/2011 | |
| RTE-I: Read Text in English | I | 08/03/2011 | 05/15/2012 |
| SB-I: Scribe Responses | I | 08/03/2011 | 05/15/2012 |
| RLC-A: Reader (w/limited conditions) | A | 08/03/2011 | 05/15/2012 |
| SB-A: Use of Scribe | A | 08/03/2011 | 05/15/2012 |
| VO-I: Provide Visuals / Organizers | I | 08/03/2011 | 05/15/2012 |

LEP Accommodations Detail

*Start Date
07/15/2013

End Date

July 2013

S M T W T F S

30 1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30 31 1 2 3

4 5 6 7 8 9 10

Today

atives (I)

Home Language Errors/Warnings

Critical Error: The following records have a Home Language selection of 0400: English. These students will NOT be included on the LEP extract. (Number of Records:2)

| School Number | School Name | State Student ID | Last Name | First Name | Middle Initial |
|---------------|-------------------------------|------------------|-----------|------------|----------------|
| 023 | Knox County Middle School | 27823 | JACKSON | JEREMIAH | |
| 430 | Jesse D Lay Elementary School | 30088 | CRISTOBAL | EDDIE | A |

Warning: The following records have a Home Language selection of 1630: Other. The students will be included on the LEP extract. (Number of Records:1)

| School Number | School Name | State Student ID | L Name | F Name | Middle Initial |
|---------------|--------------------------|------------------|---------|--------|----------------|
| 410 | Knox Central High School | 2032 | MARICLE | JOHN | B |

Critical Error: Home Language 0400: English (will not pull data)

Warning: Home Language 1630: Other (will pull data)

Census > People

The screenshot shows a web-based student information system. On the left is a navigation menu with a tree structure. The 'Census' folder is expanded, and the 'People' sub-item is highlighted with a red rectangle. The main content area displays the record for 'MARTIN, JADEN C'. At the top, there are tabs for 'Demographics', 'Identities', 'Households', 'Relationships', 'Enrollments', and 'District Employment'. The 'Demographics' tab is active. Below the tabs, there are links for 'Save', 'Delete', 'Person Summary Report', and 'Demographics Data'. The 'Person Information' section contains fields for 'PersonID' (29595), 'Last Name' (MARTIN), 'First Name' (JADEN), 'Middle Name' (CHARLES), 'Gender' (Male), and 'Birth Date' (08/28/1998). There is also a 'Soc Sec Number' field. Below this, the 'Race/Ethnicity' section shows 'State Race/Ethnicity' (6:White), 'Federal Designation' (6:White), 'Race(s)' (White), 'Hispanic/Latino' (N:No), and 'Race/Ethnicity Determination' (01:Parent Identified). The 'Birth Country' dropdown is set to 'United States'. There are fields for 'Date Entered US', 'Date Entered US School', 'Original KY School Entry', and 'Birth Certificate'. The 'Home Primary Language' dropdown is highlighted with a red arrow. Other fields include 'Native American Language', 'Nickname', and 'Comments'.

Year: 13-14 School: Knox Central High School

MARTIN, JADEN C
Grade: 08 #29595 DOB: 08/28/1998 Gender: M

Demographics | Identities | Households | Relationships | Enrollments | District Employment

Save Delete Person Summary Report Demographics Data

Person Information

PersonID: 29595

*Last Name: MARTIN *First Name: JADEN Middle Name: CHARLES Suffix:
*Gender: Male *Birth Date (Age: 14): 08/28/1998 Soc Sec Number:
No Image Available

Race/Ethnicity (Edit)

State Race/Ethnicity: 6:White
Federal Designation: 6:White
Race(s): White
Hispanic/Latino: N:No
Race/Ethnicity Determination: 01:Parent Identified

Birth Country:
Date Entered US: Date Entered US School: Birth Certificate:
Original KY School Entry:
Home Primary Language:
Native American Language:
Nickname:
Comments:

Home Primary Language

The screenshot shows the 'People' section of the K12 Cloud School Management System. The main header is 'MARTIN, JADEN C'. Below this, there is a list of languages with a dropdown menu. The 'Language' dropdown is highlighted with a red box, showing options like 'Bulgarian (0200)', 'Burmese (0210)', and 'Burundi (0225)'. The 'Nickname' field is highlighted with a blue box. The 'Comments' field is also visible at the bottom.

Home Primary Language

Year: 13-14 School: Knox Central High School

Index Search Help

Gary Martin

- Students Information
- Instruction
- Census
- People
 - Households
 - Addresses
 - Add Person
 - Add Household
 - Add Address
 - Census Wizard
- Reports
 - Behavior
 - Health
 - Attendance
 - Scheduling
 - Fees
 - Grading & Standards
 - Programs
 - Ad Hoc Reporting
 - User Communication
 - Assessment
 - System Administration
 - FRAM
 - Messenger
 - Surveys
 - KY State Reporting
 - Account Settings
 - Access Log
 - Campus Community
 - Log Off

MARTIN, JADEN C
Grade: 08 #29595 DOB: 08/28/1998 Gender: M

District Assignments | School Choice | Credentials | Overrides

Demographics | Identities | Households | Relationships | Enrollments

Save X Delete Person Summary Report Demographics Data

Person Information

PersonID: 29595

*Last Name: MARTIN *First Name: JADEN Middle Name: CHARLES Suffix:

*Gender: Male *Birth Date (Age: 14): 08/28/1998 Soc Sec Number:

Race/Ethnicity (Edit)

State Race/Ethnicity: 6: White
Federal Designation: 6: White
Race(s): White
Hispanic/Latino: N: No
Race/Ethnicity Determination: 01: Parent Identified

Birth Country:

Date Entered US: Date Entered US School: Birth Certificate:

Original KY School Entry:

Home Primary Language: **Burmese (0210)**
Native American Language:

Nickname:

Comments:

Date Entered U.S.

Year: 13-14 School: Knox Central High School

MARTIN, JADEN C
Grade: 08 #29595 DOB: 08/28/1998 Gender: M

Index Search Help

Demographics Identities Households Relationships Enrollments District Assignments School Choice Credentials Overrides

Save X Delete Person Summary Report Demographics Data

Person Information
PersonID: 29595

*Last Name: MARTIN *First Name: JADEN Middle Name: CHARLES Suffix:
*Gender: Male *Birth Date (Age: 14): 08/28/1998 Soc Sec Number:
Race/Ethnicity (Edit):
State Race/Ethnicity: 6:White
Federal Designation: 6:White
Race(s): White
Hispanic/Latino: N:No
Race/Ethnicity Determination: 01:Parent Identified

Birth Country:
Date Entered US: Date Entered US School: Birth Certificate:
Home Primary:
Burmese (C):
Native American:
Nickname:
Comments: Today

Calendar dropdown menu (July 2013):
S M T W T F S
30 1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31 1 2 3
4 5 6 7 8 9 10

LEP Extract

Error/Warning Table of Contents: (If warning/error count is 0, there are no warnings/errors to report.)

Critical Error: The following records do not have a selection of at least one LEP Service type which overlaps the date range specified in the extract editor. These students will NOT be included in the LEP extract. (Number of Records: 0)


Critical Error: The following records do not have a selection of Instructional Accommodation. These students will NOT be included on the LEP extract. (Number of Records: 0)

Critical Error: The following records have a Home Language selection of 0400: English. These students will NOT be included on the LEP extract. (Number of Records: 0)

Warning: The following records have a Home Language selection of 1630: Other. The students will be included on the LEP extract. (Number of Records: 0)

Warning: Home Primary Language is set to Native American, but Native American Language is not selected. These students will be included on the LEP extract. (Number of Records: 0)

Warning: Native American Language is selected, but Home Primary Language is not set to Native American. These students will be included on the LEP extract. (Number of Records: 0)



Do you want to open or save LEP.csv from kuat.education.ky.gov?

Duplicate Removal

LEP (4) - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number

Calibri 11 A A

General

Conditional Formatting Format as Table Check Cell Explanatory ...

Highlight Cells Rules Greater Than... Less Than... Between... Equal To... Text that Contains... A Date Occurring... Duplicate Values... More Rules...

Top/Bottom Rules

Data Bars

Color Scales

Icon Sets

New Rule... Clear Rules Manage Rules...

| | A | B | C | D | E | F | G | H | I | J | K | L |
|----|------------|------------|----------|----------------|-----------|-------------|-----------|-----------|-----------|-----------|--------|-------|
| | DistrictNu | DistrictNa | StateStu | SchoolNui | SchoolNai | LastName | FirstName | MiddleIni | BirthDate | StateGrad | Gender | Race/ |
| 1 | | | 1770 | 23 Jefferson | BAKER | STEVEN | | | 7 M | | | |
| 2 | 301 | Infinite C | 5979 | 410 Polk High | STEWART | AUSTIN | | | 12 M | | | |
| 3 | 301 | Infinite C | 6026 | 71 Buchanan | TROSPER | JACOB | | | 6 M | | | |
| 4 | 301 | Infinite C | 22561 | 23 Jefferson | CORNETT | KELLY | | | 8 M | | | |
| 5 | 301 | Infinite C | 22562 | 23 Jefferson | DANIELS | DANIEL | | 2/6/2002 | 7 M | | | |
| 6 | 301 | Infinite C | 22934 | 260 Harrison | E CAREY | CHRISTOPHER | | 7/3/2003 | 5 M | | | |
| 7 | 301 | Infinite C | 22934 | 260 Harrison | E CAREY | CHRISTOPHER | | 7/3/2003 | 5 M | | | |
| 8 | 301 | Infinite C | 22984 | 71 Buchanan | MILLS | LUKE | | 4/8/2003 | 6 M | | | |
| 9 | 301 | Infinite C | 23429 | 71 Buchanan | VALENTIN | TREVOR | | | 6 M | | | |
| 10 | 301 | Infinite C | 23932 | 430 Taylor Ele | MOREN | TEDDI | | | 4 F | | | |
| 11 | 301 | Infinite C | 26238 | 71 Buchanan | WHITE | CHARLES | | | 5 M | | | |
| 12 | 301 | Infinite C | 26895 | 430 Taylor Ele | DYE | JESSALYN | | | 3 F | | | |
| 13 | 301 | Infinite C | 26898 | 430 Taylor Ele | MILLS | EMILY | | | 3 F | | | |
| 14 | 301 | Infinite C | 26994 | 430 Taylor Ele | SMITH | PAIGE | | | 3 F | | | |
| 15 | 301 | Infinite C | 27600 | 430 Taylor Ele | LOUDERM | CHRISTOPHER | | | 2 M | | | |
| 16 | 301 | Infinite C | 29390 | 450 Fillmore S | FISCHBAC | THOMAS | | | 3 M | | | |
| 17 | 301 | Infinite C | 29899 | 430 Taylor Ele | JACKSON | AARON | | | 2 M | | | |
| 18 | 301 | Infinite C | 29943 | 430 Taylor Ele | LINN | KAYLEE | | 2/7/2008 | 1 F | | | |
| 19 | 301 | Infinite C | 30629 | 430 Taylor Ele | OVERMAN | MECAH | | | 6 F | | | |
| 20 | 301 | Infinite C | 31075 | 260 Harrison | E LAWSON | DYLAN | | 2/8/2007 | 2 M | | | |
| 21 | 301 | Infinite C | 31161 | 450 Fillmore S | OWENS | SARAH | | | 8 F | | | |
| 22 | 301 | Infinite C | 31163 | 450 Fillmore S | JODY | BENJAMIN | | | 9 M | | | |
| 23 | 301 | Infinite C | 31193 | 430 Taylor Ele | WHITSON | PHOEBE | | | 3 F | | | |
| 24 | 301 | Infinite C | 31767 | 430 Taylor Ele | JOHNSON | DAKOTA | | | 1 M | | | |
| 25 | 301 | Infinite C | 32332 | 450 Fillmore S | GIBSON | ARIANA | | | 1 F | | | |
| 26 | 301 | Infinite C | 34395 | 22 Adams Sci | YOUNG | EASTON | | 9/2/2001 | 7 M | | | |
| 27 | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | |

Duplicate removal

- ▶ The only way to edit LEP history is by deleting the current LEP record. If the LEP history is a duplicate, simply delete the current LEP record and use the one in the history.
- ▶ If it is not a duplicate, delete the current LEP, end date the LEP history, and then create a new LEP record with current information.

Duplicate removal

LEP | LEP Assessments | LEP Services | LEP Accommodations

Save Delete

Active LEP Record

***Program Status** LEP

Identified Date: 09/18/2012

Expected Exit Date: 05/30/2017

Program Exit Date:

First Year Monitoring:

Second Year Monitoring:

Parent Notified: 09/24/2012

Parent Declined: ☐

Interrupted Schooling: ☐

Transferred Services

Transferred Accommodations

Comments

Imported from 275 JEFFERSON COUNTY PUBLIC SCHOOLS

- Modified by: Roberts, Rebecca 06/22/2013 13:43

Census Information

****To update read only fields, please go to Census->People->Identities**

Home Primary Language: 1380: Spanish

First Entered US School: 10/14/2011

Records are the same.....current record and the one showing in LEP History. When you "delete" the current record – then the history record will populate to the current record....fixing the issue/duplicating error

LEP History

Status: LEP Identified: 09/18/2012 Exit:

| | |
|-------------------------|---|
| Program Status | LEP |
| Identified Date | 09/18/2012 |
| Expected Exit Date | 05/30/2017 |
| Program Exit Date | |
| First Year Monitoring: | |
| Second Year Monitoring: | |
| Parent Notified | 09/24/2012 |
| Parent Declined | No |
| Interrupted Schooling | No |
| Comments: | Imported from 275 JEFFERSON COUNTY PUBLIC SCHOOLS |

Transfer Documents – LEP

Releasing District & User

| | | | | | |
|--------------|-----------------|------------|----------------------|----------|---------------------------------|
| District | 301 Knox County | Name | System Administrator | Username | admin |
| Release Date | 10/12/2012 | Work Phone | | Email | administrator@knox.kyschools.us |

Comments
None.

Status: Records released.

Transfer Documents

- Transcript
- Census Contact Summary
- Extended Census Summary
- Enrollment History
- Schedule
- Attendance Period Detail
- Assessment Summary
- Behavior Summary
- Health Condition Summary
- Health Screening Summary
- Health Immunization Summary

Data imports

- Transcript Import Wizard
- Extended Census Import Wizard
- Enrollment History Import Wizard
- Assessment Import Wizard
- Immunization Import Wizard
- Health Condition Import Wizard
- Health Screening Import Wizard
- IEP Import Wizard
- Special Ed Evaluation Import Wizard
- Special Ed Documents Import Wizard
- PLP Import Wizard
- PLP Documents Import Wizard
- KY State Reporting Import Wizard
- LEP Import Wizard

Transfer Documents

- court report card
- Knox Central High School Current Trimester grade
- Knox Central Mid-Term
- Knox Central--Nine Weeks--current term only
- IEP
- Special Ed Evaluation
- IEP Documents
- PLP
- PLP Documents
- LEP
- LEP Services
- LEP Accommodations

Student records Transfer

Releasing District & User

| | | | | | |
|--------------|-----------------|------------|----------------------|----------|---------------------------------|
| District | 301 Knox County | Name | System Administrator | Username | admin |
| Release Date | 10/12/2012 | Work Phone | | Email | administrator@knox.kyschools.us |
| Comments | None. | | | | |

Status: Records released.

Transfer Documents

- Transcript
- Census Contact Summary
- Extended Census Summary
- Enrollment History
- Schedule
- Attendance Period Detail
- Assessment Summary
- Behavior Summary
- Health Condition Summary
- Health Screening Summary
- Health Immunization Summary
- court report card
- Knox Central High School Current Trimester
- Knox Central Mid-Term
- Knox Central--Nine Weeks--current term only
- IEP
- Special Ed Evaluation
- IEP Documents
- PLP
- PLP Documents
- LEP
- LEP Services
- LEP Accommodations

Data imports

- Transcript Import Wizard
- Extended Census Import Wizard
- Enrollment history import wizard
- Assessment Import Wizard
- Immunization Import Wizard
- Health Condition Import Wizard
- Health Screening Import Wizard
- IEP Import Wizard
- Special Ed Evaluation Import Wizard
- Special Ed Documents Import Wizard
- PLP Import Wizard
- PLP Documents Import Wizard
- KY State Reporting Import Wizard
- LEP Import Wizard

Exited LEP Students

- ▶ Exit date for students that achieve score on ACCESS is 1st day of NEXT school year
- ▶ EXAMPLE:
 - Achieved exit score on ACCESS in January 2015
 - Exit date would be August 2015
- ▶ **If you use last day of school year or date of assessment, then student will NOT count in the end of the year LEP extract**

Contact and Resource Information

gary.martin@education.ky.gov

<http://education.ky.gov/specialed/EL/Pages/default.aspx>



Data Security Best Practices

Begins at 11:10 a.m. (EDT)

You can ask questions and interact with the presenters through
GoSoapBox: <http://app.gosoapbox.com>
Access Code: KDEDData



Data Security Best Practices

Robert Hackworth, Chief Security Officer, KDE
Office of Knowledge, Information & Data Services
Division of Engineering and Management

Security

- A belated thanks for coming! Because...
 - You could be anywhere, doing anything other than this (especially those joining via webcast)
 - Being the “Security Guy” is like being the “video camera” guy at a family reunion – everyone stiffens up and you never get a hug
 - Nobody likes talking about security or “incidents”
 - Until they realize they don’t have any security or have had an “incident”
 - And by then, of course, it’s WAY. TOO. LATE.
 - It’s MUCH easier and cheaper to BE secure than it is to GET secure
- This is NOT a technical presentation. Let’s worry about the BASICS for now.

My Presentation

1. Intro (already done!)
2. What is Security?
3. Let's Talk About Risk
4. House Bills 5 and 232
5. Data Security and Breach Notification Guide
6. Get the Basics Right
7. Wrap Up



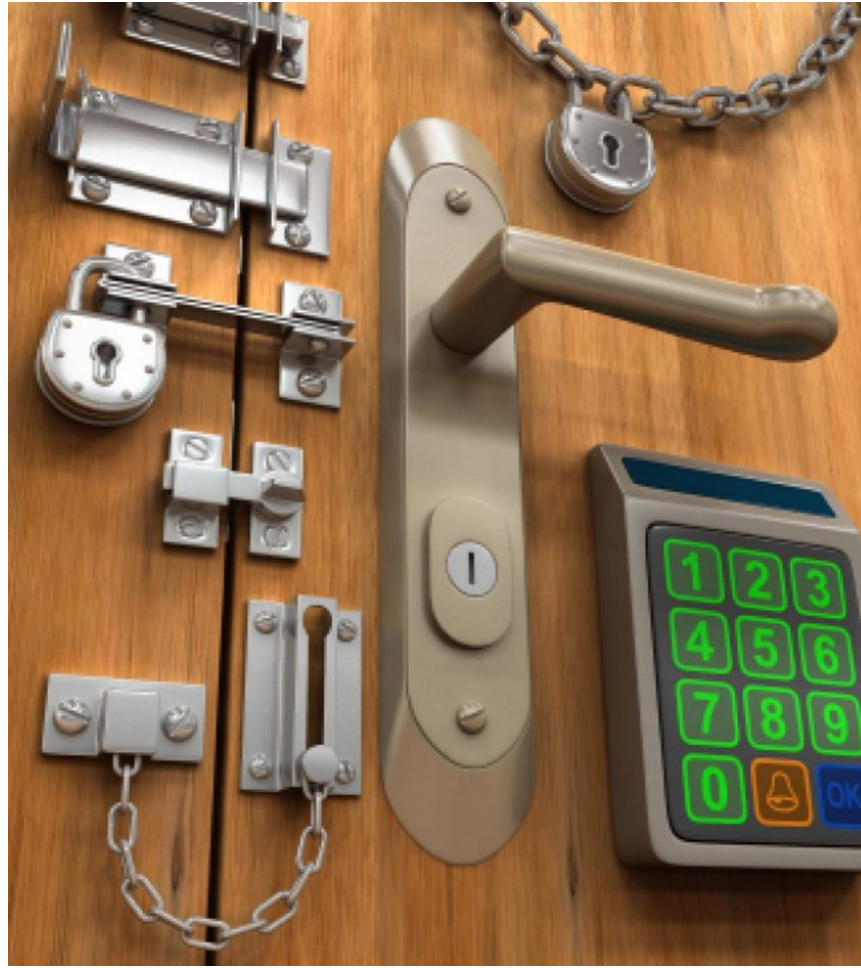
Do We Need Security?

- ▶ **Confidentiality**
 - Only the right people can see the data
- ▶ **Integrity**
 - The data are accurate and haven't been changed by an unauthorized person
- ▶ **Availability**
 - The data are there when you need them

Security Follows Function



Uh...



Um...

Most Secure Automobile in World



In 1916

"Cadillac V8 Cabriolet 1916" by Lars-Göran Lindgren Sweden - Own work. Licensed under CC BY-SA 3.0 via Wikimedia Commons
- https://commons.wikimedia.org/wiki/File:Cadillac_V8_Cabriolet_1916.jpg#/media/File:Cadillac_V8_Cabriolet_1916.jpg



Life is Risky

- Most ~~Victims~~ Humans are BAD at Judging Risk



Do NOT Listen to the Kitten



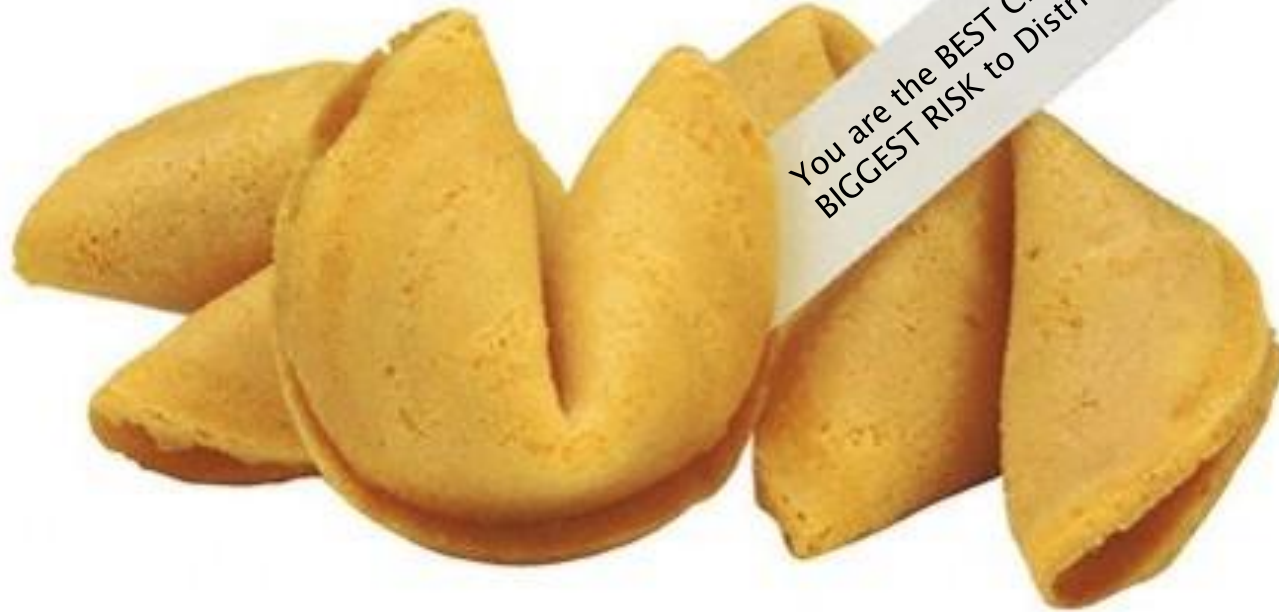
Why is there So Much Risk?

- Times REALLY HAVE changed
- Because so much of our lives now depend on computers and networks
- Because so much of our lives are now captured on computers and networks - contacts, bank information, birthdays, SSNs...
- Because it's much easier, more profitable, and less risky to rob a computer than a bank

www.us-cert.gov/ncas/tips/st04-001



Remember...



You are the BEST CHAMPION for and
BIGGEST RISK to District security

House Bill 5 (KRS 61.931 et seq)

- Defines PII
- Requires state agencies, schools, districts and their contract holders to keep data secured
- Requires state agencies, schools, districts and their contract holders to report data breaches
 - Talk to your CIO, who has been highly briefed
 - House Bill 5 document with Highlighting
 - Important to anyone who shares data

House Bill 232 (KRS 365.734)

- Protects student data from misuse by vendors by limiting its use to educational purposes, unless otherwise agreed to in writing by the students' parents or as permitted by FERPA
- Defines “student data”
 - Contract language should be amended to ensure vendors understand their responsibilities
 - [House Bill 232 document with Highlighting](#)

What Can I Do?

- Always secure your workstation
- Keep a strong password
- NEVER use the same password for multiple services
- Never give out a password
- Encrypt PII on portable drives
- Use good practices when e-mailing
- Use safe practices when browsing the Internet
- Report possible viruses immediately
- Realize that yes, WE ARE ALL targets (we have valuable data)
- Make cyber & physical security a REGULAR point of conversation in high-level meetings (ensure CIO/DTC is there, too)

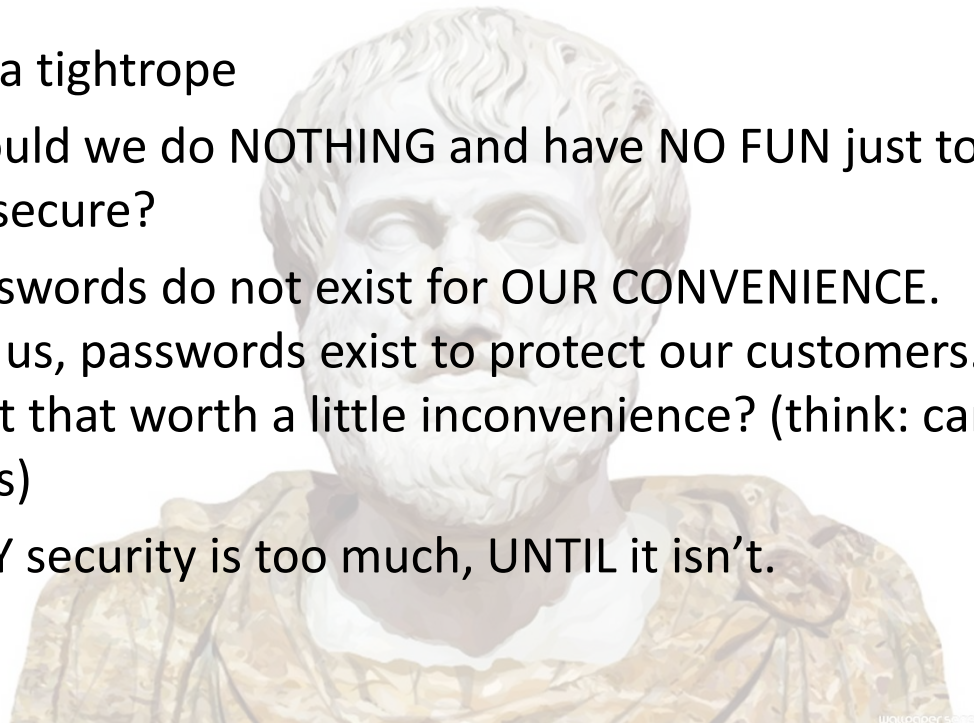


KDE Resources

- Data Security and Breach Notification Best Practice Guide:
 - <http://education.ky.gov/districts/tech/Pages/Best-Practice.aspx>
- Data Privacy and Security
 - <http://education.ky.gov/districts/tech/Pages/Data-Security-Privacy.aspx>

Convenience vs. Security

- It's a tightrope
- Should we do NOTHING and have NO FUN just to be secure?
- Passwords do not exist for OUR CONVENIENCE. For us, passwords exist to protect our customers. Isn't that worth a little inconvenience? (think: car keys)
- ANY security is too much, UNTIL it isn't.



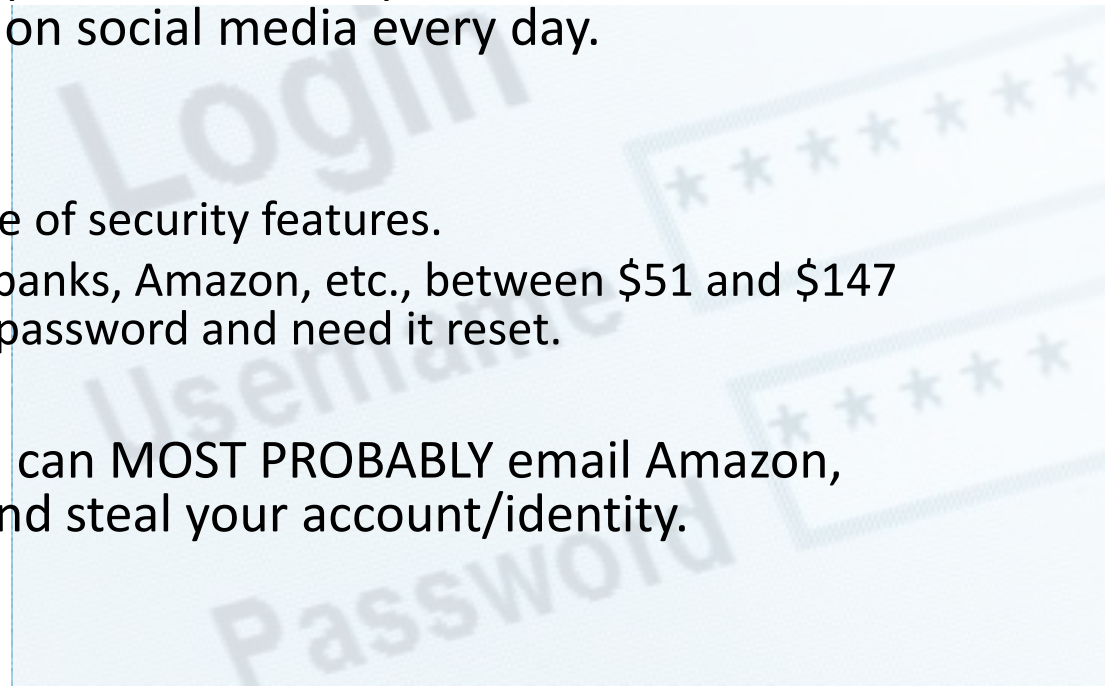
And Since I Have You Here...

Q: Do these questions seem familiar?

- What Is your favorite book?
- What is the name of the road you grew up on?
- What is your mother's maiden name?
- What was the name of your first/current/favorite pet?
- What was the first company that you worked for?
- Where did you meet your spouse?
- Where did you go to high school/college?
- What is your favorite food?
- What city were you born in?
- Where is your favorite place to vacation?

Answer:

- These are the most popular password reset questions IN ADDITION TO being information we share on social media every day.
 - They are CONVENIENT.
 - They are really the opposite of security features.
 - They save companies, like banks, Amazon, etc., between \$51 and \$147 whenever you forget your password and need it reset.
- With the answers to these, I can MOST PROBABLY email Amazon, Apple, Chase, Twitter, etc. and steal your account/identity.



Final Thoughts

- When we are all connected, everyone is
 - A Target
 - Defense
- Any system can be breached



Us



Thanks a Bunch!

- Robert Hackworth
 - KDE Chief Security Officer/Guy
 - Robert.Hackworth@education.ky.gov



KTS Data Exchange: Proper Setup for Accurate Grade Sync Begins at 1:00 p.m. (EDT)

You can ask questions and interact with the presenters through
GoSoapBox: <http://app.gosoapbox.com>
Access Code: KDEDData

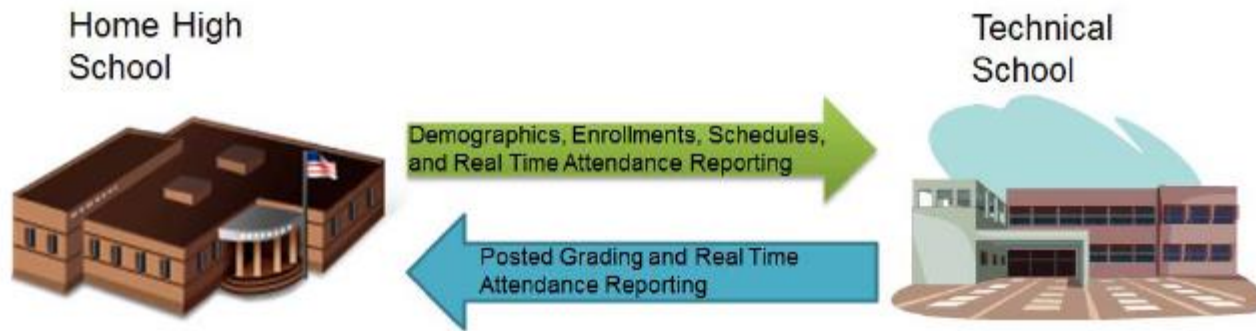


KTS Data Exchange Project: Proper Setup for Accurate Grade Sync

Tanya Fluke, Systems Consultant IT
Office of Career and Technical Education
Division of Technical Schools and Federal Programs

Data Flow Chart

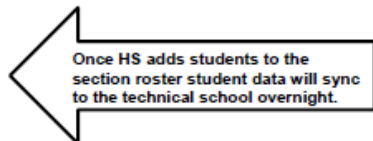
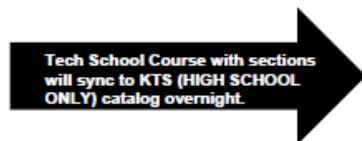
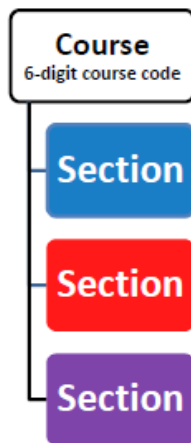
- ▶ The KTS Data Exchange Project is a secure transfer of data from the home high school to the technical school, and back.
- ▶ If set up properly, posted grades will sync from the technical school to the home high school.



KTS Data Exchange Course Creation Flow

Technical School

The course creation process must begin at the technical school.
(Scheduling > Add Course)



Home High School

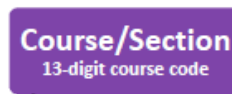
High School will switch to KTS Course Catalog
(HIGH SCHOOL ONLY)
(System Administration > Resources > Schools)
Pull courses into HS database which contain the
correct 3-digit Tech School ID prefix.
(Scheduling > Add Course)



HS Create ONE
section



HS Create ONE
section



HS Create ONE
section

Course Numbering and Scheduling

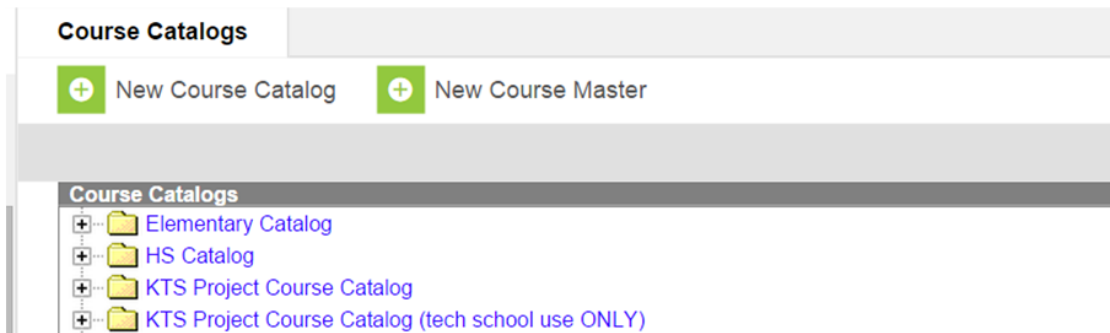
Explanation of Course Codes for KTS – Campus Data Exchange

Course codes are a critical element used in the data exchange between technical centers and home high schools. As courses and sections are set up in the technical centers, the automated process adds identifiers to the course code and uploads each course to the KTS Course Catalog in the home high schools. A prefix and suffix are added to the state course code to create a unique 13-digit number that identifies the technical school, period and section of the course being taught. Example:

Technical school ID* + State Course Code + Technical School Period Number + Technical School Section Number
714480503P103

The above technical course code represents a course that is being taught at Jessamine County ATC and is indicated by using the *Technical Center ID: **(714)**. The name of the course is Basic Welding and indicated by the state course code **480503**. The period the course will be taught is period one, and indicated by **P1**. The section in which the course is taught is section three, and indicated by **(03)**.

[High School
Course Setup
Document](#)



Grading Setup and Syncing

Grading Tasks

[+ New](#) [+ New One-time Task](#)

Grading Tasks

- ☐ Final Exam
- ☐ Final Grade
- ☐ Semester
- ☐ Six Weeks Grade
- ☐ Trimester
- ☐ Mid-Term Progress
- ☐ Nine Weeks Grade
- ☐ CTE Term Grade
- ☐ CTE Final Grade

Score Groups & Rubrics

[Save](#) [Delete](#) [New Score Group](#) [New Rubric](#)

Score Groups & Rubrics Editor

| Name | Type |
|------------------------------|-------------|
| AP STANDARDS BASED SCALE | Score Group |
| CTE Numeric | Score Group |
| HS Credit Standard Scale(MS) | Score Group |
| KCHS Standards Based Scale | Rubric |
| Perf-Virtual Courses | Score Group |
| Primary Scale | Score Group |
| Standard Scale | Score Group |
| Standards Based Scale | Score Group |
| Weighted Scale | Score Group |

Score Group Detail

Name
CTE Numeric

Score Group List Items Detail

| | Sequence Name | Score | Passing Score | Credit Coeff. | Minimum GPA % | GPA Value | Unweighted Value | GPA Bonus Points |
|-----|---------------|-------|---------------|---------------|---------------|-----------|------------------|------------------|
| X 1 | 100 | 100 | ✓ | 1 | 99.5 | | | 0 |
| X 2 | 99 | 99 | ✓ | 1 | 98.5 | | | 0 |
| X 3 | 98 | 98 | ✓ | 1 | 97.5 | | | 0 |
| X 4 | 97 | 97 | ✓ | 1 | 96.5 | | | 0 |
| X 5 | 96 | 96 | ✓ | 1 | 95.5 | | | 0 |

If using CTE Numeric Score Group, you must fill in GPA Values for Transcripts to post.

[Grading Task Setup Document](#)



Important Grading Task Details

- ▶ For this project, only use the CTE Term Grade and CTE Final Grade grading tasks. The use of any other grading tasks will result in an unsuccessful sync.
- ▶ Only one Active Mask can be checked at a time.
 - Checking more than one will produce an error and an unsuccessful sync.
- ▶ You should use the Grading Window feature to change the Active Mask in mass. (Grading & Standards > Grading Window)

Active Mask Setup Example #1

- The Active Mask date range at the home high school must match the Active Mask date range at the technical school
 - Example #1: If the date is October 4th and the grading period at the technical school is in Term 2, the Active Mask term that falls within the grading period at the home high school must be checked. If October 4th falls within the Term 1 grading period at the home high school then that is the Active Mask that should be marked for a successful sync.

Technical School

Grading Period Schedule Example:

Term 1: August 1 – October 1

Term 2: October 2 – December 1

Course Grading Task Detail

Grading Task

CTE Term Grade

*Score Group

CTE Numeric

Term GPA: 1

Credit

Credit Type

Credit Overflow Override

Term Mask

Active Mask

☒ Term 1 ☒ Term 2 ☐ Term 3 ☐ Term 4

☐ Term 1 ☒ Term 2 ☐ Term 3 ☐ Term 4

Home High School

Grading Period Schedule Example:

Term 1: August 1 – October 15

Term 2: October 16 – December 15

Course Grading Task Detail

Grading Task

CTE Term Grade

*Score Group

CTE Numeric

Term GPA: 1

Credit

Credit Type

Credit Overflow Override

Term Mask

Active Mask

☒ Term 1 ☒ Term 2 ☐ Term 3 ☐ Term 4

☒ Term 1 ☐ Term 2 ☐ Term 3 ☐ Term 4

Active Mask Setup Example #2

- The Active Mask date range at the home high school must match the Active Mask date range at the technical school.

Example #2: If the date is October 4th and the grading period at the technical school is in Term 2, the Active Mask term that falls within the grading period at the home high school must be checked. If October 4 falls within the Term 2 grading period at the home high school then that is the Active Mask that should be marked for a successful sync.

Technical School

Grading Period Schedule Example:

Term 1: August 1 – October 1

Term 2: October 2 – December 1

Course Grading Task Detail

Grading Task
CTE Term Grade

*Score Group
CTE Numeric

Term GPA: 1

Credit:

Credit Type: Credit Overflow Override

Term Mask: ☒ Term 1 ☒ Term 2 ☒ Term 3 ☒ Term 4

Active Mask: ☐ Term 1 ☒ Term 2 ☐ Term 3 ☐ Term 4

Home High School

Grading Period Schedule Example:

Term 1: August 1 – October 1

Term 2: October 2 – December 1

Course Grading Task Detail

Grading Task
CTE Term Grade

*Score Group
CTE Numeric

Term GPA: 1

Credit:

Credit Type: Credit Overflow Override

Term Mask: ☒ Term 1 ☒ Term 2 ☒ Term 3 ☒ Term 4

Active Mask: ☐ Term 1 ☒ Term 2 ☐ Term 3 ☐ Term 4

Support

- ▶ Campus Community
- ▶ KTS Data Exchange webpage
- ▶ ktssupport@education.ky.gov



KTS Attendance Processing from The High School Perspective

Begins at 2:00 p.m. (EDT)

You can ask questions and interact with the presenters through
GoSoapBox: <http://app.gosoapbox.com>
Access Code: KDEDData

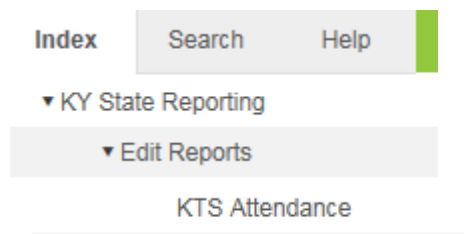


KTS Attendance Processing from the High School Perspective

Tanya Fluke, Systems Consultant IT
Office of Career and Technical Education
Division of Technical Schools and Federal Programs

KTS Attendance Report

Tool rights for the KTS Attendance Report must be granted at the district level.



Documentation for the KTS Attendance Report can be found on the KTS Data Exchange webpage [here](#).

A screenshot of the 'Technical School Attendance' report generation interface. The title bar is blue with white text. Below it, the text 'Technical School Attendance Report' is displayed, followed by a warning: 'Please choose a small date range. Please do not click Generate Report more than once.' There are two radio buttons: 'I am a Home District' (unselected) and 'I am a Technical School' (selected). To the right, a dropdown menu titled 'Select Home District' is open, showing a list of districts: Boyle County, Breckinridge County, Campbellsville Independent, Carroll County, Casey County, and Cloverport Independent. Below the dropdown, there are date pickers for 'Start Date' and 'End Date', both set to '05/11/2015'. Under the 'Sort' section, there are three radio buttons: 'By school, then student name' (selected), 'By school, then grade, then student name', and 'By student name'. At the bottom, there is a 'Generate Report' button.

KTS Attendance Report

- ▶ The home high school will use the **Technical School Attendance** section of this report to manually enter technical school student attendance information into their district database.
- ▶ Once the home high school enters attendance, both the technical school and the home high school will be able to view results under both Home High School Attendance and **Technical School Attendance** sections.
- ▶ Note the period schedule for each school is listed under each section to assist with accurate data entry at the home high school.

Home District (Carroll County) / Technical Center (Kentucky Tech System)

Attendance for 11/2014

Home School Attendance

| SSID | Student | Grade | School | Period | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Check In/Out | Comments |
|------|---------|-------|----------------------------|-------------|---|-----|-----|-----|-----|-----|-----|-----------------------------------|-----------|
| 1 | A | 11 | CARROLL | 07:55-08:52 | | A U | A U | | | | | | |
| 1 | B | 11 | CARROLL | 08:52-09:46 | | A E | | | | | | In 09:20 | dr. note |
| 1 | B | 09 | CARROLL | 09:46-10:40 | | | | A U | | | | | |
| 1 | B | 10 | CARROLL COUNTY HIGH SCHOOL | 10:40-12:06 | | | | A E | | | | In 08:02 Out 08:41 In 11:30 | court |
| 1 | C | 11 | CARROLL | 01:03-01:57 | | A E | A E | | | | | | |
| 1 | D | 10 | CARROLL COUNTY HIGH | 01:57-02:50 | | A E | | | | | | Out 08:45 In 09:40 | court |
| 1 | F | 12 | CARROLL | 01:57-02:50 | | | | A E | A E | A E | A E | | |
| 1 | G | 09 | CARROLL | 01:57-02:50 | | | | | | | A U | | |
| 1 | H | 12 | CARROLL | 01:57-02:50 | | | | A E | | | | Out 10:30 | |
| 1 | H | 11 | CARROLL | 01:57-02:50 | | A U | A U | | | | | | |
| 1 | J | 10 | CARROLL | 01:57-02:50 | | | | A E | | | | Out 10:52 | |
| 1 | K | 09 | CARROLL | 01:57-02:50 | | | | A U | | | | | |
| 1 | K | 09 | CARROLL | 01:57-02:50 | | | | | | | P X | | |
| 1 | N | 11 | CARROLL | 01:57-02:50 | | | | A U | | | | | |
| 1 | N | 12 | CARROLL | 01:57-02:50 | | | | A E | A E | A E | A E | Out 10:25 | |
| 1 | N | 10 | CARROLL | 01:57-02:50 | | | | A U | | | | | |
| 1 | P | 09 | CARROLL | 01:57-02:50 | | | | | | | A U | | |
| 1 | R | 11 | CARROLL | 01:57-02:50 | | | | | | | | | |
| 1 | T | 09 | CARROLL | 01:57-02:50 | | A U | A U | A U | | | A E | Out 01:00 | North Key |

Technical School Attendance

| S | Student | Grade | School | Period | 2 | 3 | 4 | 5 | 6 | 7 | Check In/Out | Comments |
|----|---------|-------|----------------|-------------|---|---|---|---|---|---|--------------|----------|
| 11 | F | 12 | Carroll County | 08:30-09:42 | | | | A | A | A | | |
| 11 | H | 12 | Carroll County | 09:46-10:36 | | | | A | A | A | | |
| 11 | N | 12 | Carroll County | 10:40-11:30 | | | A | A | A | A | | |
| 11 | R | 11 | Carroll County | 12:00-12:59 | A | A | | | | | | |



Methods of Attendance Entry & Modification

- ▶ **Teacher Entry through Period Attendance**
 - Not a valid method at home high school with KTS Project
- ▶ **Classroom Monitor**
- ▶ **Daily Attendance Screen**
 - Typically used to modify attendance data that has already been entered
- ▶ **Attendance Wizard**
 - Recommend using ad-hoc query to filter technical school students
- ▶ **Attendance Tab**

Classroom Monitor

- ▶ Navigate to **Index > Attendance > Classroom Monitor**
- ▶ The Classroom Monitor is used to verify teachers are taking attendance every period. Classes displayed in **green** show attendance was recorded; classes in **pink** show attendance was not recorded. All teachers, even those with 100% perfect attendance, should click **Save** for every class they teach.
- ▶ Because of the nature of the KTS Data Exchange project, technical school courses will never change from **pink** to **green** unless manually modified by the attendance clerk.
- ▶ The Office of Administration and Support at KDE is aware and has communicated this to attendance auditors.

| Classroom Monitor | | | | | | | | | |
|--|-----------------------------------|---------|-----------------------------------|--------------------------|-----------------------|--------------------------|-----------------------------|------------------|------------------|
| This tool monitors classroom attendance. | | | | | | | | | |
| Date: | 05/11/2015 | Refresh | Incomplete Teacher Attendance | <input type="checkbox"/> | Primary Teachers Only | <input type="checkbox"/> | Last Refreshed: 11:45:08 AM | | |
| Teacher | Dept | Contact | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Health Science | Health Science | | 170141-2 (16/17) 170168-1 (18/19) | | | | 170181-2 (-/-2) | 170501-1 (-/-5) | 170141-4 (-/-1) |
| | | | | | | | 170501-1 (-/-5) | 170501-1 (-/-4) | 170581-1 (-/-2) |
| | | | | | | | 170601-1 (-/-4) | | 170601-1 (-/-4) |
| | | | | | | | | | |
| Industrial Maintenance Technology | Industrial Maintenance Technology | | 470325-1 (-/-16) | 470301-1 (-/-16) | 470317-4 (-/-6) | 470306-1 (-/-1) | 470306-1 (-/-1) | 470306-1 (-/-1) | 470306-1 (-/-1) |
| | | | 470302-1 (-/-16) | 470334-2 (-/-2) | | 470348-1 (-/-16) | | 470334-1 (-/-11) | 470334-1 (-/-11) |
| | | | | | | | | | |
| | | | | | | | | | |
| Welding | Welding | | 480506-1 (17/17) | 480506-1 (17/17) | 480532-1 (12/12) | 480525-1 (-/-18) | 480529-1 (-/-18) | 480502-1 (-/-9) | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Health Science | Health Science | | 170631-1 (14/18) | 170141-1 (13/17) | 170631-2 (7/11) | | 170169-1 (-/-11) | 170169-1 (-/-11) | 170601-1 (-/-4) |
| | | | | | | | 170601-1 (-/-4) | 170601-1 (-/-4) | 170640-1 (-/-10) |
| | | | | | | | | | |
| | | | | | | | | | |
| Administrative Support | Administrative Support | | 060107-4 (1/1) | 060107-4 (1/1) | 060112-3 (21/23) | 060107-5 (-/-1) | 060107-5 (-/-1) | 060107-5 (-/-1) | 060107-3 (-/-3) |
| | | | 060511-1 (1/1) | 060751-1 (3/4) | 060155-4 (1/1) | 060107-5 (-/-1) | 060107-5 (-/-1) | 060107-5 (-/-1) | 060107-5 (-/-1) |
| | | | 060751-2 (1/1) | 060751-2 (1/1) | 060751-2 (1/1) | 060155-2 (-/-8) | 060107-6 (-/-3) | 060112-4 (-/-24) | 060112-4 (-/-24) |
| | | | 060751-1 (3/4) | 060751-1 (3/4) | 060743-2 (2/2) | 060743-5 (1/1) | 060155-2 (-/-8) | 060761-1 (-/-1) | 060761-1 (-/-1) |
| Health Science | Health Science | | 170631-3 (-/-7) | 170631-3 (-/-7) | 170601-3 (-/-3) | 170199-3 (-/-10) | 170142-3 (-/-13) | | |
| | | | | | 170640-3 (-/-5) | 170601-3 (-/-3) | 170601-3 (-/-3) | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Automotive Technology | Automotive Technology | | 470513-1 (16/17) | 470514-1 (16/17) | 470510-4 (13/16) | 470521-1 (-/-12) | 470522-1 (-/-12) | 470522-1 (-/-12) | 470522-1 (-/-12) |
| | | | | | | 460242-1 (-/-2) | 460228-1 (-/-15) | 460242-1 (-/-2) | 460242-1 (-/-2) |
| | | | | | | 460301-1 (-/-15) | 460242-1 (-/-2) | | |
| | | | | | | | | | |
| Construction Carpentry | Construction Carpentry | | 060112-6 (1/1) | 060112-6 (1/1) | | | | | |
| | | | 060411-1 (21/22) | 060122-5 (1/1) | 060112-5 (25/27) | 060122-1 (-/-10) | 060107-3 (-/-3) | 060107-3 (-/-3) | 060107-3 (-/-3) |
| | | | 060411-2 (2/2) | 060411-2 (2/2) | | | 060122-1 (-/-10) | 060122-1 (-/-10) | 060122-1 (-/-10) |
| | | | | | | | | | |
| Business Management | Business Management | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |



Daily Attendance

- ▶ The Daily Attendance Screen:
 - Attendance > Daily Attendance
 - Provides one place to view all students marked absent daily.
 - The date can be changed showing students marked absent on another day.
 - Attendance clerks can edit a student's attendance from this screen.
 - Click **blue Details** link in front each student's name to view the Person Summary Report.
 - Click the **student's name** to view Daily Attendance.
 - Click **Attendance Code** to edit the student's attendance.
 - The Summary Report and Caller Report provide information for all students for the entire day.

Daily Attendance

Summary Report

Caller Report

Daily Attendance

Date: 05/11/2015

Unknown

Excused

Unexcused

Exempt

Day: Monday - Period Schedule: CCATC Daily Schedule

Ad Hoc Filter

Note: For additional section detail hover over a period in the grid below.

| Student | Number | Grade | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|-------------------------|--------|-------|---|---|---|---|---|---|---|---|
| Details | | 10 | | | | A | | | | |
| Details | | 11 | | A | A | | | | | |
| Details | | 12 | | | | A | | | | |
| Details | | 11 | | | A | | | | | |
| Details | | 12 | | | | A | | | | |
| Details | | 12 | | | | A | | | | |
| Details | | 12 | | A | A | | | | | |
| Details | | 11 | | A | A | | | | | |
| Details | | 12 | | | | A | | | | |
| Details | | 11 | | A | A | | | | | |
| Details | | 12 | | A | A | | | | | |
| Details | | 12 | | A | A | | | | | |
| Details | | 11 | | A | A | | | | | |
| Details | | 12 | | | | A | | | | |
| Details | | 9 | | | | A | | | | |
| Details | | 12 | | | | A | | | | |
| Details | | 11 | | | | A | | | | |
| Details | | 11 | | A | A | | | | | |
| Details | | 11 | | A | A | | | | | |
| Details | | 9 | | | | A | | | | |
| Details | | 10 | | | | A | | | | |

Technical School Student Ad-Hoc Query

- ▶ This ad-hoc query will assist attendance clerks with using the Attendance Wizard for attendance data entry for technical school students.

▼ Ad Hoc Reporting

Filter Designer

Letter Designer

Letter Builder

Data Export

Batch Queue

The screenshot shows the 'Ad Hoc Filter Designer' window. At the top, a blue header bar contains the title 'Ad Hoc Filter Designer'. Below the header, a message states: 'This wizard will walk you through the creation of a new filter. Filters can be created using the Query wizard, selection editor or a pass-through SQL Query.' The main area is divided into two panes. The left pane, titled 'Saved Filter', contains a list of filters: 'SSD clean up', 'student 9th grade cohort', 'curriculum Accounting', 'student enrollRC', 'student Grad', 'student kde', 'student kde SS wksht 4', 'student ss nulls', 'student Technical School Students', 'KTS Data Exchange', and 'State Published'. The right pane, titled 'Create New', has two sections: 'Filter Type' and 'Data Type'. Under 'Filter Type', there are three radio buttons: 'Query Wizard' (selected), 'Selection Editor', and 'Pass-through SQL Query'. A yellow 'Create' button is located below these options. Under 'Data Type', there are three radio buttons: 'Student' (selected), 'Census/Staff', and 'Course/Section'.

Technical School Student Ad-Hoc Query

1. Name your query
2. Select these *fields*:
Demographics > *lastName*
Demographics > *firstName*
3. Select this *field*:
Learner > Schedule > Course/Section > *courseNumber*
4. Click *Next*

*Query Name: Technical School Students

Short Description:

Long Description:

Select categories & fields

Filter By: Search Clear

All Fields

- Student
 - Demographics
 - personID
 - stateID
 - otherID
 - additionalID
 - studentNumber
 - personGUID
 - identityID
 - effectiveDate
 - lastName
 - firstName
 - middleName
 - suffix
 - alias
 - gender
 - birthdate
 - raceEthnicity
 - hispanicEthnicity
 - raceEthnicityFed
 - raceEthnicityDetermination
 - birthCountry
 - birthState
 - enrollmentID

Selected Fields

- student.lastName
- student.firstName
- courseSection.courseNumber

Add Function Edit Function

Save To: ☒ User Account
Folder: /

☐ User Groups

Save Save & Test

< Back Next >

*Query Name: Technical School Students

Short Description:

Long Description:

Select categories & fields

Filter By: Search Clear

All Fields

- exitReason
- KTSDName
- Course/Section
 - courseID
 - calendarID
 - trialID
 - courseNumber
 - courseName
 - stateCode
 - description
 - descriptionNoHTML
 - active
 - type
 - programType
 - teachingMethod
 - homeroom
 - homeroomSection
 - transcript
 - requestable
 - required
 - attendance
 - unitAttendance
 - expectedHours
 - distanceCode

Selected Fields

- student.lastName
- student.firstName
- courseSection.courseNumber

Add Function Edit Function

Save To: ☒ User Account
Folder: /

☐ User Groups

Save Save & Test

< Back Next >

Technical School Student Ad-Hoc Query

- For the *field*:
 - Learner > Schedule >
Course/Section > *courseNumber*
Select “STARTS WITH” for the Operator
- Enter the correct Tech ID number in the Value field
 - To locate the proper Tech ID click [here](#).
- Click Save or Save & Test
- You can also save the query in the KTS Data Exchange User Group to allow others to use the query.

*Query Name:

Short Description:

Long Description:

Filter the data

| ID | *Field | Operator | Value |
|----|----------------------------|-------------|---------------------------|
| 1 | student.lastName | | |
| 2 | student.firstName | | |
| 3 | courseSection.courseNumber | STARTS WITH | ENTER TECH ID NUMBER HERE |

Logical Expression (Optional):

If logical expression is left blank, all operators will be applied.
Allowed symbols: AND OR NOT () IDs
Example Syntax: (1 AND (2 OR 3) AND 4 AND (NOT 5 OR 6))

Save To: ☒ User Account
Folder:

☐ User Groups

Attendance Wizard

Attendance > Attendance Wizard

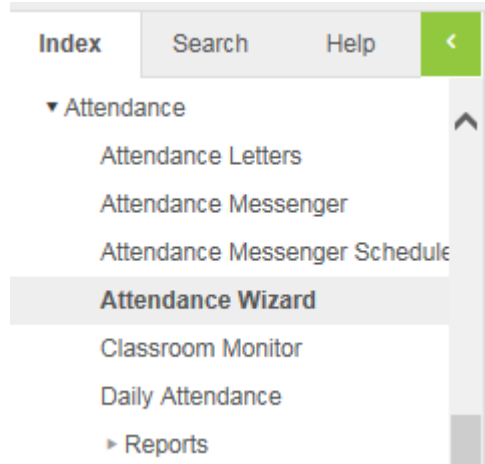
Attendance Wizard is used to:

- Mark all 1st period Unknown attendance as Unexcused absences.
 - This will capture any accidental teacher marked 1st period tardies.
- Process attendance for multiple students such as late bus and field trip.
- Process attendance that is based on a date range.

Pro: Quickest way to validate attendance.

Con: Easy to overwrite existing attendance (*be careful*)

Attendance Wizard Layout



Attendance Date* 05/11/2015

1. Student Information This section allows the user to search for group of students or an individual to enter or edit attendance records.

Last Name
First Name
Grade
SSN/PIN
Student #
Ad Hoc Filter

2. Attendance Information This section allows the user to search for group of students or an individual based on known or unknown records for the identified date.

Mode ☒ Check in/out Time ☐ Periods
Time
Attendance Record ☐ No ☐ Yes
Status/Excuse
Attendance Code

☒ Keep the selected students

3. Input Attendance Information and Click Save 11:56:52 AM
This section allows the user to input attendance information for selected students in batch or for an individual student.

Saving Mode ☒ Check In/Out ☐ Batch Check In/Out (Multiple Days) ☐ Whole Day

Check Out Check In Attendance Code*

[Show Period Schedule](#)

Click [Check Out](#) or [Check In](#) to set it as current time. Type 1100 for 11:00 AM.

Comments

Records Option ☒ Do NOT overwrite existing records
☐ Overwrite existing records
☐ Fill Down (Available when either check in only or check out only)

Search Result
☒ Batch & Edit ☐ Batch (2 lists)
Total Student(s): 0

CTRL-click or SHIFT-click to select multiple
Double click a student to view/edit detail data

Attendance Wizard Layout

- ▶ The Attendance Wizard has 3 sections:
 1. Student Information
 - This is where you can search for the students you are processing attendance for by entering Last Name, First Name, Grade, SSN, or Student Number; or by using an Ad Hoc Filter you have previously created.
 - Enter student criteria and click **Search** to see all students matching the criteria, (OR)
 - Select an Ad Hoc Filter and click **Search**.
 - This is where you can use the Technical School Student Ad-Hoc Query you just created.
 - You can search for part or all of a student's name.
 - You can use a combination of fields (i.e. Last Name and Grade)



Attendance Wizard Layout

2. Attendance Information

- In this section, you will search for the students you need to process attendance for based on existing attendance records.
- The most common example of this is turning all 1st period Unknown attendance into Unexcused Absences.
- After searching for students, using either Student Information or Attendance Information, all students matching the criteria display in the Search Results section to the right.

Attendance Wizard Layout

3. Input Attendance Information and Click Save.

3. Input Attendance Information and Click Save 12:08:58 PM

This section allows the user to input attendance information for selected students in batch or for an individual student.

Saving Mode ☐ Check In/Out ☐ Batch Check In/Out (Multiple Days) ☒ Whole Day

Start Date: 05/11/2015 End Date: 05/11/2015 Attendance Code*: UX: UNEXCUSED EVENT
Status: A Excuse: U State Code: U

☒ Add Attendance ☐ Delete Attendance
• Create attendance records for all periods.

Comments:

Records Option ☒ Do NOT overwrite existing records
☐ Overwrite existing records
☐ Fill Down/Up (Available when either check in only or check out only)

Save

3. Input Attendance Information and Click Save 12:09:57 PM

This section allows the user to input attendance information for selected students in batch or for an individual student.

Saving Mode ☒ Check In/Out ☐ Batch Check In/Out (Multiple Days) ☐ Whole Day

Check Out: 9:30 AM Check In: Attendance Code*: UX: UNEXCUSED EVENT
Status: A Excuse: U State Code: U

[Show Period Schedule](#)

Click [Check Out](#) or [Check In](#) to set it as current time. Type 1100 for 11:00 AM.

Comments: Sick

Records Option ☒ Do NOT overwrite existing records
☐ Overwrite existing records
☐ Set absence for all periods after 9:30 AM

Save

Changing Unknowns into Unexcused Absences

- ▶ If a student is not present when first period begins, the teacher is to mark the student absent. Even if the student shows up late with a tardy slip, the teacher is to mark the student absent. The Attendance Clerk will go in and modify tardy attendance later to be accurate.
- ▶ The Attendance Clerk will use the Attendance Wizard to turn all 1st period Unknown attendance into Unexcused Absences. This process is known as “validating/reconciling” attendance.
- ▶ For the case of **Technical School Attendance**, the attendance clerk will want to use the KTS Attendance Report and the Technical School Student Ad-Hoc Query to enter 1st period attendance through the Attendance Wizard.

Processing Technical School Attendance using the Attendance Wizard

- ▶ For the case of **Technical School Attendance**, the attendance clerk will want to use the KTS Attendance Report in conjunction with the Technical School Student Ad-Hoc Query to manually enter 1st period attendance through the Attendance Wizard.
- ▶ This will be the quickest method of entry for **Technical School Attendance**.

Student Attendance Tab

- ▶ The student's attendance tab contains all information pertaining to a student's attendance.
- ▶ Search for student and navigate to **Student Information > General > Attendance tab.**

Year: 14-15 School: Boone County Area Technology Center

Index Search Help <

Mickey Mouse

▼ Student Information

General

► Counseling

Academic Planning

► Program Participation

► Health

Marlin girl

Island, Gilligan

Grade: 11 DOB: 07/15/2000 Gender: M

Waiver Records Transfer Gifted & Talented FRYSI

Summary Enrollments Schedule **Attendance**

Person Summary Report Person Summary Report w/ Pic

Person Information

PersonID: 40390

Name: Island, Gilligan

Nickname:

Gender: Race Ethnicity:

New Period Detail Daily Detail Attendance Profile

Unexcused Excused Unexcused Excused

| KY Daily Attendance | | Present Days: Absent Days: Tardies: Unexcused | |
|---------------------|---|---|-------|
| Enrollment | Start Date: 08/20/2013 | 118.00 | 21.00 |
| End Date: | Enrolled Days: 171 Scheduled Days: 171.00 | 5 | 8 |
| EHO FTE | | 0.00 | |

| Date | Period | | | | | ACT | INT | ADV |
|-------------------------|--------|-----|-----|-----|-----|-----|-----|-----|
| | 1 | 2 | 3 | 4 | 5 | | | |
| 04/21/2014 Mon MAIN | AU | AU | AU | AU | AU | | | |
| 04/16/2014 Wed ADVISORY | AU | AU | AU | AU | AU | | | AU |
| 04/11/2014 Fri MAIN | | | EX | EX | EX | | | |
| 03/28/2014 Fri MAIN | | | | EX | EX | | | |
| 03/07/2014 Fri MAIN | PHE | PHE | PHE | PHE | PHE | | | |
| 03/05/2014 Wed | | | | | | | | AB |

- ▶ The student's Attendance tab contains these options:
 - **New:** Creates a new attendance event.
 - **Period Detail:** Generates student attendance report with period detail.
 - **Daily Detail:** Generates student daily attendance detail report.
 - **Attendance Profile:** Generates a report of the student's accumulated attendance for the full year.

Support

- ▶ Campus Community
- ▶ KTS Data Exchange webpage
- ▶ ktssupport@education.ky.gov



2015–16 Dropout Report (SY 2014–15 data) Begins at 2:45 p.m. (EDT)

You can ask questions and interact with the presenters through
GoSoapBox: <http://app.gosoapbox.com>
Access Code: KDEDData



2015–2016 Dropout Report (2014–2015 School Year Data)

Tina Logan, DBA IT and David Curd, DBA IT
Office of Assessment and Accountability
Division of Assessment and Design Implementation

Agenda

- ▶ We will cover the submission of the 2015–2016 Dropout Data Collection for the 2014–2015 School year.
 - How to run the state dropout report in Infinite Campus
 - SDRR Dropout preview
 - Contact Information

Reminders

- ▶ As was the case last year, there is no longer a Nonacademic Report (Dropout, Retention and Transition to Adult Life). Three separate reports for this data have been created. This document details submission for Dropout data only. Contact information for Retention and Transition data can be found on the last slide in this presentation.
- ▶ Districts review their dropout data through the Infinite Campus (IC) State Dropout Report. After the due date of November 1, the preliminary dropout data will be loaded to the Student Data Review and Rosters (SDRR) application for final data review. Requested data exceptions, such as a change of accountability to state, will be handled through SDRR change requests.

Running Dropout Report

Infinite Campus | District Edition

Year **15-16** School **All Schools**

Index Search Help < **Dropout Report**

Behavior
Health
Attendance
Scheduling
Fees
Grading & Standards
Medicaid
Programs
Ad Hoc Reporting
User Communication
Assessment
System Administration
FRAM
Messenger
Surveys
KY State Reporting
Edit Reports
KDE Reports
Calendar Report
Dropout Report

The Dropout Report produces a list of students who are considered Dropouts under State guidelines. When a calendar is selected, the report pulls Regular dropouts from the prior school year (the Minus One Year) and calculates Summer dropouts using both the Minus One Year and the Minus Two Year. For example, if the 15-16 calendar is selected, the report pulls Regular Dropouts entirely from the Minus One Year: 14-15. In this scenario, Summer Dropouts will be pulled from data 13-14 (-2 Year) and 14-15.

Note: The Dropout Report communicates with the State database to provide accurate reporting. Please allow for additional response time when generating this report. The report can only be run in batch mode to allow District-State communication.

Extract Options
Format **State Format (CSV)**
☐ Select All
Submit to Batch

Select Calendar
Which calendar(s) would you like to include in the report?
☒ **active year** ☐ previous year

15-16
15-16 Adair County District Of
15-16 Adair County Elementary
15-16 Adair County High School
15-16 Adair County Middle Scho
15-16 Adair County Primary Cen
15-16 Adair Youth Development

- Choose KY State Reporting, Dropout Report
- Year at top left set to 15-16
- Select Calendar– Leave set to Active Year. This will pull the 14-15 school year data.
- Choose schools (can click on all or multiple schools by clicking on alt plus school)
- Submit to Batch



Dropout Report, Submit to Batch

Extract Options

Format: State Format (CSV) ▼

☐ Select All

Submit to Batch

Select Calendar

Which calendar(s) would you like to include in the report?

☒ active year ☐ previous year

15-16

- 15-16 Adair County District C
- 15-16 Adair County Elementa
- 15-16 Adair County High Sch
- 15-16 Adair County Middle S
- 15-16 Adair County Primary
- 15-16 Adair Youth Developm

Batch Queue Reporting Options

Select Batch Queue Options

☐ High Priority

☐ Keep Until I Delete

Start Date/Time

07/08/2015 9:24 AM

July 2015

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |

Dropout Report, Submit to Batch cont.

Extract Options

Format: State Format (CSV) ▼

☐ Select All

Select Calendar

Which calendar(s) would you like to include in the report?

☒ active year ☐ previous year

15-16

- 15-16 Adair County District Of
- 15-16 Adair County Elementary
- 15-16 Adair County High School
- 15-16 Adair County Middle Scho
- 15-16 Adair County Primary Cen
- 15-16 Adair Youth Development

Success ✕

Your request will be put in the queue, you will receive notification in process inbox when the report is completed.

Batch queue- Download File

The screenshot displays the 'Batch Queue Admin' interface. On the left is a navigation menu with options like System Administration, Auditing, Batch Queue, and KY State Reporting. The main area shows a 'Batch Queue List' table with columns for Queued Time, Report Title, Username, Status, Start Time, End Time, and Download. Below this is a 'Batch Queue Detail' form for a specific report, showing fields for Report Title, Status, Queued Time, Start Time, End Time, Scheduled Time, Expires After, File Name, Content Type, and User Name. A red arrow points from the 'Batch Queue List' table to the 'Batch Queue Detail' form. At the bottom, a file download bar shows '14-15_001_dropout.csv'.

| Queued Time | Report Title | Username | Status | Start Time | End Time | Download |
|------------------------|-------------------|---------------------------------|-----------|------------------------|------------------------|--------------------------------|
| 07/08/2015 09:51:54 AM | Dropout Report | tina.logan@education.ky.gov | Completed | 07/08/2015 09:52:17 AM | 07/08/2015 09:52:34 AM | Get the report |
| 07/08/2015 08:23:58 AM | Dropout Report | Adair County | Queued | | | |
| 07/08/2015 08:23:58 AM | Transition Report | Whitley County | Completed | 07/08/2015 08:24:15 AM | 07/08/2015 08:24:34 AM | Get the report |
| 07/08/2015 08:45:00 AM | Transition Report | Wiley Whitaker@education.ky.gov | Completed | 07/08/2015 08:45:15 AM | 07/08/2015 08:55:08 AM | Get the report |
| 07/08/2015 08:44:52 AM | Transition Report | Wiley Whitaker@education.ky.gov | Completed | 07/08/2015 08:45:15 AM | 07/08/2015 08:55:08 AM | Get the report |
| 07/07/2015 12:58:05 PM | Transition Report | Trigg County | Completed | 07/07/2015 12:58:01 PM | 07/07/2015 12:58:08 PM | Get the report |
| 07/07/2015 12:12:18 PM | Transition Report | Christian County | Completed | 07/07/2015 12:13:08 PM | 07/07/2015 12:13:08 PM | Get the report |
| 07/07/2015 10:20:48 AM | Dropout Report | Glasgow Independent | Completed | 07/07/2015 10:25:58 AM | 07/07/2015 10:26:24 AM | Get the report |
| 07/07/2015 09:45:58 AM | Dropout Report | Carlisle County | Completed | 07/07/2015 09:45:58 AM | 07/07/2015 09:45:58 AM | Get the report |

Batch Queue Detail

Report Title: Dropout Report Status: Completed [Get the report](#)

Queued Time: 07/08/2015 09:51:54 AM Start Time: 07/08/2015 09:52:17 AM End Time: 07/08/2015 09:52:34 AM

*Scheduled Time: 07/08/2015 08:52 AM High Priority: ☐

Expires After: No Expiration Configured Never Expires: ☐

File Name: 14-15_001_dropout.csv Content Type: application/csv User Name: tina.logan@educ...







14-15_001_dropout.csv [Show all downloads...](#)

You will find the status under System Administration, Batch Queue, Batch Queue Admin

Dropout Report– Batch Queue

User: tina.logan@education.ky.gov
Person: Logan, Tina

Admin Queue History

 Refresh  Save  Delete  Delete All  Cancel All  Restart All Cancelled

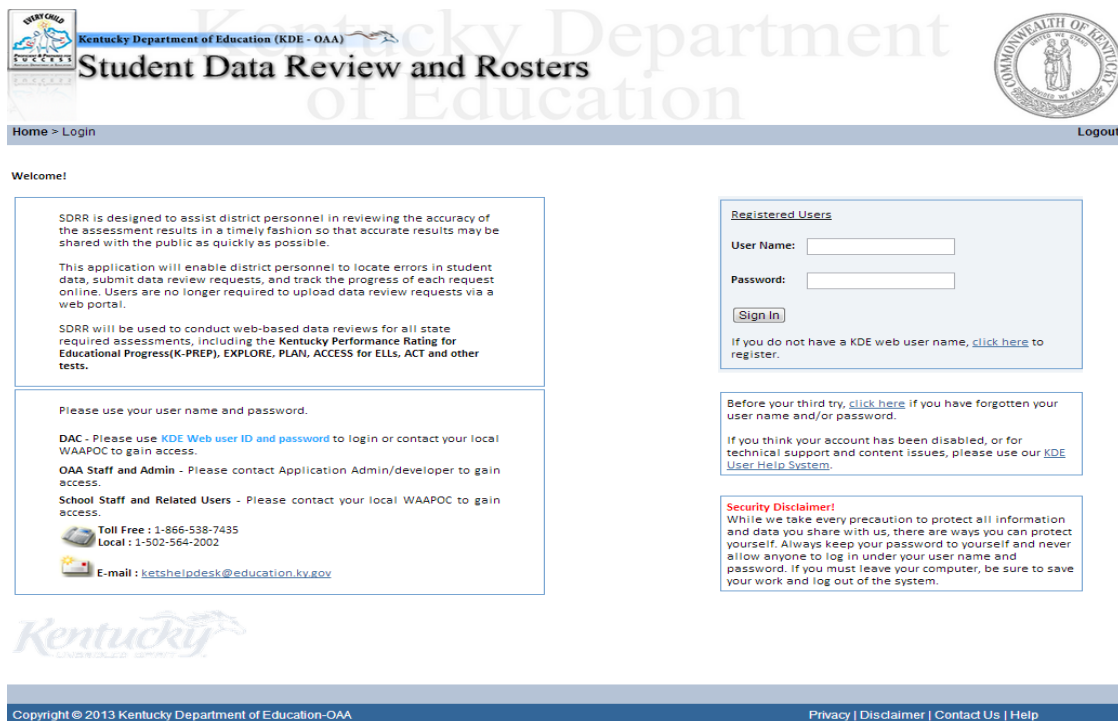
Show top 50 tasks submitted between 07/01/2015 and 07/08/2015

Batch Queue List

| Queued Time | Report Title | Username | Status | Start Time | End Time | Download |
|------------------------|----------------|-----------------------------|-----------|------------------------|------------------------|------------------------------|
| 07/08/2015 09:51:54 AM | Dropout Report | tina.logan@education.ky.gov | Completed | 07/08/2015 09:52:17 AM | 07/08/2015 09:52:34 AM | Get the repc |

- Refresh report until Status says Completed (Status will go from queued to processing to completed when done).
- Once report is ready, click Get the Report to download your file for review under the Download column.

Dropout Review– SDRR



The screenshot shows the KDE SDRR login page. At the top, there is a header with the KDE logo, the text "Kentucky Department of Education (KDE - OAA)", and the title "Student Data Review and Rosters". To the right is the Kentucky State Seal. Below the header is a navigation bar with "Home > Login" and a "Logout" link. The main content area is divided into two columns. The left column contains a "Welcome!" message, a description of the SDRR system, and contact information for various user groups. The right column contains a "Registered Users" login form with fields for "User Name" and "Password", a "Sign In" button, and links for "Forgot your user name and/or password" and "User Help System". A "Security Disclaimer" is also present at the bottom of the right column. The footer contains the copyright notice "Copyright © 2013 Kentucky Department of Education-OAA" and links for "Privacy | Disclaimer | Contact Us | Help".

Kentucky Department of Education (KDE - OAA)
Student Data Review and Rosters

Home > Login Logout

Welcome!

SDRR is designed to assist district personnel in reviewing the accuracy of the assessment results in a timely fashion so that accurate results may be shared with the public as quickly as possible.

This application will enable district personnel to locate errors in student data, submit data review requests, and track the progress of each request online. Users are no longer required to upload data review requests via a web portal.

SDRR will be used to conduct web-based data reviews for all state required assessments, including the Kentucky Performance Rating for Educational Progress(K-PREP), EXPLORE, PLAN, ACCESS for ELLs, ACT and other tests.

Please use your user name and password.

DAC - Please use [KDE Web user ID and password](#) to login or contact your local WAAPOC to gain access.

OAA Staff and Admin - Please contact Application Admin/developer to gain access.

School Staff and Related Users - Please contact your local WAAPOC to gain access.

Toll Free : 1-866-538-7435
Local : 1-502-564-2002

E-mail : keshelpdesk@education.ky.gov

Registered Users

User Name:

Password:

[Sign In](#)

If you do not have a KDE web user name, [click here](#) to register.

Before your third try, [click here](#) if you have forgotten your user name and/or password.

If you think your account has been disabled, or for technical support and content issues, please use our [KDE User Help System](#).

Security Disclaimer!
While we take every precaution to protect all information and data you share with us, there are ways you can protect yourself. Always keep your password to yourself and never allow anyone to log in under your user name and password. If you must leave your computer, be sure to save your work and log out of the system.


Copyright © 2013 Kentucky Department of Education-OAA Privacy | Disclaimer | Contact Us | Help

After November 1, preliminary data will be loaded to SDRR for review.

Student Data Review and Rosters



Logged in as: [FieldTester] -- Logout








| | | | | |
|---|---|--|---|---|
| Data Review Status: CLOSED Student Listing Change Listing Transfers Listing Download Go to Data Review | Rosters Status: OPEN Student Listing Change Listing Transfers Listing Download Go to Rosters | Cohort Status: OPEN Student Listing Change Listing Download Go to Cohort | Access Status: OPEN Student Listing Change Listing Transfers Listing Download Go to Access | CCR Scores Status: OPEN Student Listing Change Listing Download Go to CCR |
| Dropout Status: OPEN Student Listing Change Listing Download Go to Dropout |  | | | |

Dropout

This module is the location for cleaning up student accountability and demographic data. It is used ONLY during specific Dropout Data Review periods.

[Jump to Top](#)

From : 7/28/2014 9:00:00 AM EDT To : 7/31/2016 5:00:00 PM EDT

| SDRR Tasks | Quick Links | Changes |
|---|--|--|
| <input type="checkbox"/> Verify each student is a dropout (W12, W23, W24, W25 or W28). For regular dropouts (dropped out during the 2013-14 school year), if the student had a substantiated enrollment in a homeschool (W20), nonpublic school (W21) or out of state (W29), change the end status in your local edition of Infinite Campus (IC). If this applies to a summer dropout (did not return to the 2013-14 school year after summer), add a 2013-14 NS enrollment with one of the three end statuses listed above. Changes in IC will not be reflected in SDRR during the data review period. | Dropout Student Listing * Dropout |  Total : 31 |
| <input type="checkbox"/> Verify demographics (Gender, Race/Ethnicity, Lunch, IEP, LEP). If in error, make the correction in your local edition of Infinite Campus as well as enter a change request in SDRR. Demographic changes will be automatically approved. | Dropout Change Listing |  New : 1 |
| <input type="checkbox"/> Verify accountable school. If accountability is set to a non-A1 school, you can change accountability on the enrollment screen in your local edition of Infinite Campus. If student is court ordered or dropped out in less than 30 days, submit a change request in SDRR for state accountability. Accountability cannot be tracked from an A1 school to another A1 school. | Download - Dropout |  Updated - Need Info : 0 |
| <input type="checkbox"/> Review Dropout Change Listing in SDRR, noting any Denied or Updated changes for possible further action. | |  Denied : 2 |
| <input type="checkbox"/> Update any student changes that are marked as Updated by OAA staff, to provide the information requested. | |  Closed : 0 |
| | |  Approved : 28 |
| | |  Pending OAA Approval : 0 |
| | | [All Tests] ▼ |

SDRR– Student listing



Kentucky Department of Education (KDE - OAA)

Student Data Review and Rosters



Home > Dropout Student Listing

Logged in as: [betatester] -- Logout

Dropout Student Listing

2 rows returned

| Full Name | Grade | SSID | DOB | Gender | Race/Eth | Accountable School | Dropout Location School | Non Part | Lunch | IEP | EL/LEP | Dropout Type | End Status |
|------------|-------|------------|---------|--------|---------------------|-------------------------------|-------------------------------|----------|-------|-----|--------|--------------|------------|
| [REDACTED] | 12 | [REDACTED] | 08/23/1 | M | Hisp: No Race: W | [REDACTED] County High School | [REDACTED] County High School | LOCKED | Paid | No | No | Summer | CO1 |
| [REDACTED] | 12 | [REDACTED] | 01/27/ | M | Hisp: No Race: W | [REDACTED] County High School | [REDACTED] County High School | - | Paid | No | No | Summer | CO1 |



Dropout IC Report and SDRR Documentation

- ▶ When the updated Dropout guidelines and the SDRR User manual are posted, District Assessment Coordinators will be notified in the Monday DAC Email.
- ▶ Districts typically start reviewing the Dropout data between October 1st and October 31st through the IC State Dropout Report. Preliminary Dropout Data will be pulled after the November 1st deadline and viewable through SDRR. Data will be available for review and ticket submission for 10 days prior to final data is extracted from IC State.

Contact Information

▶ Dropout Report

- Tina Logan: tina.logan@education.ky.gov, (502) 564-9853 ext. 4740 or via Lync
- David Curd: david.curd@education.ky.gov, (502) 564-9853 ext. 4744 or via Lync

▶ Retention Report

- Windy Newton with the Division of Student Success at (502) 564-4772 or via Lync

▶ Transition Report

- Kiley Whitaker with the Division of Technical Schools and Federal Programs at (502) 564-3472

ANY
QUESTIONS
?



Wrap-up Begins at 3:15 p.m. (EDT)

You can ask questions and interact with the presenters through
GoSoapBox: <http://app.gosoapbox.com>
Access Code: KDEDData